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DES MOINES, IOWA

REPORT
of
STATE OFFICE BUILDING SURVEY

Made by

F. M. DAWSON
T. R. AGG
W. L. PERKINS

for the

**Governor, Executive Council and
Legislative Interim Committee
of Iowa**

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LETTER OF TRANSMITTAL

October 29, 1940

The Honorable George A. Wilson, Governor
The State Executive Council
The Interim Committee of the State Senate
and House of Representatives

Gentlemen:

We are submitting herewith a report giving the summary of the survey and our recommendations for a new state office building to be built near the State House in Des Moines and for a warehouse type storage and laboratory building to be located adjacent to the main Capitol grounds developments.

In submitting this report, your committee acknowledges with thanks the splendid cooperation and helpful service of the members and employees of all the state agencies in Des Moines without whose aid this report could not have been prepared.

We were assisted in this survey by Mr. C. T. G. Looney, of Iowa City, and Mr. O. G. Woody, of Ames, both of whom gave unsparingly of their time and energy, thus making possible a detailed study on a factual basis.

Respectfully submitted,

T. R. Agg
W. L. Perkins
F. M. Dawson

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STATE OFFICE BUILDING SURVEY

SUMMARY

The following comprises a condensed summary of the present situation with reference to the office accommodations now available in Des Moines for the various agencies of the state government and recommendations for buildings to provide the office, storage and laboratory accommodations required for the efficient handling of the business of these several agencies.

The Present Situation

1. A number of state agencies and consolidations of old agencies have been created by the General Assembly during the past ten years and the duties of certain of the existing agencies expanded. The net result has been a very large increase in the volume of business transacted in the state offices in Des Moines, and, of necessity, an increase in personnel to be provided with office accommodations. See Table I.

2. The state agencies in Des Moines are now officed in some twenty buildings, scattered all the way from the State Fair Grounds on East 30th Street to West 12th Street. In many cases the quarters are poorly adapted to the work of the agency using them, making it impossible to organize the office work on an efficient functional basis. Several agencies must have a very considerable increase in their office space. Many of the offices are crowded, poorly ventilated, noisy and unhealthful. Sanitary conveniences for the staffs, particularly women workers, are totally inadequate in many of the offices. Storage space is not available and the use of basements, hallways, and odd closets has resulted in loss and spoilage of supplies.

STATE OFFICE BUILDING SURVEYTABLE ISTATISTICS SHOWING GROWTH OF STATE WORK IN DES MOINES

| <u>Year</u> | <u>Number of Checks Issued by State Comptroller</u> | <u>Approximate Total Value of all Checks issued by State Comptroller (including refunds)</u> |
|-------------|---|--|
| 1927 | 117602 | \$ 43,693,000.00 |
| 1928 | 126814 | 38,923,000.00 |
| 1929 | 155864 | 41,801,000.00 |
| 1930 | 190162 | 52,980,000.00 |
| 1931 | 238812 | 51,216,000.00 |
| 1932 | 240023 | 44,378,000.00 |
| 1933 | 252332 | 35,469,000.00 |
| 1934 | 250154 (Old Age Pension started) | 48,882,000.00 |
| 1935 | 434347 | 58,579,000.00 |
| 1936 | 676919 | 64,609,000.00 |
| 1937 | 856210 | 84,175,000.00 |
| 1938 | 1350460 (Unemployment Benefit Claims Started.) | 95,943,000.00 |
| 1939 | 1726916 | 104,509,000.00 |

The Checks Issued in 1939 Were Distributed as Follows:

| | |
|--|------------------|
| General State Work of All Types. | 496,226 |
| (including gasoline refunds) | |
| Old Age Pensions. | 629,722 |
| Unemployment Benefits. | 600,968 |
| Total. | <u>1,726,916</u> |

Old Age Payments by State Comptroller:

| | |
|--------------------------------|--------------|
| 1935 (Calendar Year) | \$ 1,867,240 |
| 1936 | 4,909,569 |
| 1937 | 7,205,306 |
| 1938 | 11,466,921 |
| 1939 | 12,553,778 |

Unemployment Benefit Claims:

July 1, 1938, to June 30, 1939 . . \$6,268,804

Approximate Number of All Employees in Des Moines Paid
Through the Office of the State Comptroller *

| | |
|---------------|-------|
| 1920. | 511 |
| 1925. | 660 |
| 1930. | 648 |
| 1935. | 1,600 |
| 1938. | 3,099 |
| 1940. | 2,826 |

*(These figures are not exact as many people work in and out of Des Moines. The above is an estimate of those who spend most or all of their time in Des Moines.)

3. The wide separation of the offices makes inter-agency cooperation difficult, and the problem of coordinating the work of the several agencies by the Executive is almost impossible. In some cases the responsible head of an agency seldom sees certain of his subordinates because they are located in some isolated building. Many services are duplicated in the several agencies.

4. The public is greatly inconvenienced by the present arrangement.

5. The state is paying annual rentals for office space for state agencies(exclusive of the Liquor Commission)of about \$95,000. This is certain to increase unless a state office building is provided, because several agencies must have more office space. As outlined in the report, while not all of this rent could be saved, a substantial portion would be available to offset the cost of a new building.

6. There is no provision for taking proper care of the documents transferred to the archives. These are at present stored in all sorts of out-of-the-way places--in basements, sub-basements and in the heating tunnels. They are not being preserved and are not accessible.

7. The State House Heating Plant has sufficient capacity to take the load of an additional state office building, but in severe weather would have to be operated at peak load with no reserve capacity. The boilers are about thirty years old, and although in good condition for their age, they will have to be replaced soon. The building is so arranged that it will be costly to increase the capacity of the plant materially.

Recommendations

1. That a state office building be built having a gross floor area of about 195,000 square feet. If constructed to a strictly utilitarian interior

design but with appropriate architectural treatment of the exterior, we estimate such a building would cost about \$1,650,000, including the vaults needed by the agencies which have cash or securities to safeguard, but not including fireproof storage vaults for documents that need not be kept in the immediate office area. The transfer of certain agencies from the State House to the office building will permit some reassignment of space in the State House, and those agencies that remain in the State House can be provided with ample office space. The agencies to be transferred to such a building and the amount of office space recommended for each are shown in Table II. This Table also shows the space recommended to be provided for those agencies that remain in the State House.

2. That the first unit of a warehouse type building be constructed for storage and laboratory use to give approximately 24,000 square feet of gross floor area which we estimate will cost about \$115,000.

3. That the state construct a new central heating plant to serve all buildings in the State House area, such a plant to be located in the area southeast of the State House. The cost of a plant for this purpose will be about \$165,000, including the building, boilers, and additional tunnel piping.

4. That the scheme be adopted of setting up an architectural competition under the rules of the American Institute of Architects to secure plans for the building and that the architectural firm or association of firms, adjudged by the jury, provided for in the rules mentioned above, to have submitted the best plan, be employed as the architect for the building.

5. That appropriate steps be taken to set up a non-partisan body to have in charge the administration of the construction of these buildings when authorized and the funds provided.

STATE OFFICE BUILDING SURVEYTABLE IISUMMARY OF SPACE REQUIREMENTS
OF
AGENCIES IN DES MOINES

- Column 1. Name and Department Number
- Column 2. The area in square feet now available to the agency, including storage now under direct control of the agency
- Column 3. Area believed to be required for efficient functioning
- Column 4. Area that should be provided in a new office building
- Column 5. Area that should be provided in present location or in other buildings owned by the state when space becomes available
- Column 6. Desirable area in a warehouse type building to be used for laboratories, storage, vaults, and garages
- Column 7. Estimated annual addition of archive material that could be placed in storage, reduced to equivalent square feet of floor area

| Col. 1 | Col. 2 | Col. 3 | Col. 4 | Col. 5 | Col. 6 | Col. 7 |
|---------------------|--------|--------|--------|--------|------------------|--------|
| 1. Com. Com'n | 9700 | 11400 | | 10600 | 800V | 80 |
| 2. Conser. Com'n | 3800 | 7140 | 6140 | | 1000G | 50 |
| 3. Bd of Control | 8400 | 9000 | | 8400 | 600S | 50 |
| 4. Dep't of Banking | 3950 | 4400 | | 4400 | | 100 |
| 5. Com'n for Blind | 640 | 1300 | | 1300 | | |
| 6. Bd of Education | 1300 | 1600 | 1600 | | | |
| 7. Dep't of Health | 12850# | 17770 | 13000# | | {3270L {1500S | 100 |
| 8. Industr'l Com'n | 1700 | 1700 | 1700 | | | 20 |
| 9. Com. Insurance | 9650 | 9950 | 6300 | | {2000V {1650S | |
| 10. Bur. of Labor | 1600 | 1800 | 1800 | | | 10 |
| 11. Mine Inspectors | 600 | 800 | 700 | | 100S | |
| 12. Nurse Examiners | 720 | 1000 | 900 | | 100S | 20 |
| 13. Bd of Parole | 1600 | 1800 | | 1500 | 300V | 5 |
| 14. Pharmacy Ex'rs | 450 | 600 | | 600 | | |

TABLE II(Continued)

| Col. 1 | Col. 2 | Col. 3 | Col. 4 | Col. 5 | Col. 6 | Col. 7 |
|---|--|---------|------------------------|--------|-----------------|--------|
| 15. Printing Board | 2500* | 3400 | 2500 | | 900S | |
| 16. Public Safety | 15200 | 17900 | 16700 | | { 200V 1000S | 50 |
| 17. Social Welfare | 17000 | 32490 | 28500 | | 3990S | 70 |
| 18. Tax Com'n | 15800 | 25300 | 22500 | | 2800S | 50 |
| 19. Unemplym't Compens'n | 19100 | 24950 | 21450 | | 3500S | |
| 20. Adj't Gen., incl. Graves Reg'sn | 3300 | 4000 | 3700 | | 300S | |
| 21. Soldiers Bonus | 700 | 500 | 500 | | | |
| 22. G. A. R. | 1200 | 1200 | | 1200 | | |
| 23. Dep't Agric. | 10300 | 12000 | | 6800 | 5200L & S | 200 |
| 24. Custodian | 3860 | 5200 | | 560 | 4640S & G | |
| 25. Sup. Ct. Reporter | Omitted from this report--See summary statement for Department | | | | | |
| 26. Ex. Council | 2200 | 2600 | | 2200 | 400S | 5 |
| 27. Supt. Pub. Inst'n | 6730 | 7700 | 4500 | 3000 | 200S | 10 |
| 28. Treasurer | 4500 | 6600 | | 6100 | 500S-V | 10 |
| 29. Auditor | 2500 | 3750 | | 3750 | | |
| 30. Merit System | 600 | 600 | 600 | | | |
| 31. Liquor Com'n | (75500) | (79300) | Not included in totals | | | |
| 32. Post Office | 800 | 1600 | 800 | 800 | | |
| 33. Comptroller | 3500 | 4800 | | 4000 | 800S | 50 |
| 34. Sec'y State | 3390 | 4560 | | 2700 | { 600S 1260V | 10 |
| 35. Fair Board | 2600 | 2600 | | 2600 | | |
| Conference, hearing, and board rooms | | | 6100 | | | |
| | 172740 | 232010 | 139990 | 60510 | 37610 | 890 |

* Excludes warehouse and storage

Excludes laboratory in Iowa City

NOTE: Governor, Attorney General, Museum and State Libraries not included in this tabulation

STATE OFFICE BUILDING SURVEYGENERAL REPORT

On July 16, 1940, we were requested to investigate the adequacy of the office accommodations now utilized by the various agencies of the state government that are located in Des Moines and to advise whether the construction of a state office building to house these agencies would be in the interest of economy and better service to the public. We have made a critical detailed study of the office accommodations of most of the agencies of the state located in Des Moines, both those in the State House and those housed elsewhere and a sufficient study of the remainder to determine that they need be considered no further in connection with the office building problem. We have also discussed the needs of each agency with some responsible official of the agency and have compared their estimates of needed office space (when such estimates had been made) with an estimate we made on the basis of our own analysis of the functions of the agency, the number of employees and their duties, the requirements for files and vaults, and such other factors as seemed pertinent. The facts developed by this study and the conclusions reached are presented in this report.

METHOD OF PROCEDURE: The first step in the investigation was to make a critical detailed survey of the office space used by each agency, including the nature and amount of each kind of equipment in each office and to record the data on appropriate drawings. This afforded the basis for the determination of the adequacy of the present accommodations and for estimating future needs. The data thus secured were also tabulated in summary form and are included

herewith. These data will be of service when and if the actual design of a state office building is undertaken.

The data of these detailed surveys were also employed in making a scientific study of the actual needs of the agency when space is provided that is arranged for efficient handling of the operations peculiar to the agency. It was discovered that the functions of the several agencies are so diverse that the desirable office arrangements do not follow a common pattern. Each office should have a layout based on the nature of the work to be performed therein.

PRESENT SITUATION: The agencies and divisions of agencies of the state government were grouped into four classes for consideration in connection with the determination of a need for a state office building. This grouping is given in Table III and their location in Des Moines is shown on Plate I.

The annual rental now paid for office accommodations and storage space by the several agencies of the state government, (in Des Moines, Iowa, excluding the Liquor Commission), is about Ninety-five Thousand Dollars, (\$95,000.00). Not all of this sum can properly be considered a saving if these agencies are moved into a state-owned building. A part of the sum comes back to the state in taxes and the tax return from the space might be less for some years after the space is vacated by the state agencies. In some contracts the rental paid covers certain services, heat, maintenance of building and some depreciation on the buildings.

Attention is also directed to the fact that several agencies must have considerable additional room, and if rented space is provided, the rental sum mentioned above will inevitably increase materially, probably by twenty-five percent or more.

TABLE III
LOCATION OF OFFICES
 of
AGENCIES OF THE IOWA STATE GOVERNMENT
 August 1940

GROUP I. AGENCIES OF THE STATE GOVERNMENT NOW HOUSED IN WHOLE OR IN PART IN RENTED QUARTERS:

State Conservation Commission

Iowa State Department of Banking

Iowa State Commissioner of Insurance
including the Securities Department

Iowa State Department of Social Welfare
including the following subdivisions:

- (a) Old Age Assistance
- (b) Aid to the Blind
- (c) Child Welfare
- (d) Emergency Relief

State Tax Commission
including the following subdivisions:

- (a) Chain Store Tax
- (b) Cigarette Tax
- (c) Corporation Tax
- (d) Income and Use
- (e) Inheritance Tax
- (f) Real and Personal
- (g) Retail Sales Tax

Iowa Unemployment Compensation Commission
with the following subdivisions:

- (a) Unemployment Compensations
- (b) Employment Service

Merit Rating System

State Liquor Commission
with the following subdivisions:

- (a) General Offices
- (b) Real Estate Department
- (c) Investigation Department
- (d) Accounting and Finance Department
- (e) Stock Department
- (f) Permit Department
- (g) Warehouse and Transportation

GROUP II. AGENCIES AND DIVISIONS OF AGENCIES OF THE STATE GOVERNMENT NOW HOUSED
IN WHOLE OR IN PART IN STATE-OWNED BUILDINGS OUTSIDE THE STATE HOUSE:

Iowa State Commerce Commission
including Commerce Counsel

Board of Control of State Institutions

Commission for the Blind

Iowa State Board of Education
including Finance Committee

Iowa State Board of Health
with the following subdivisions:

- (a) Epidemiology
- (b) Sanitation, Public Health Engineering and Industrial Hygiene
- (c) Local Health Service
- (d) Maternal and Child Health
- (e) Public Health Nursing
- (f) Tuberculosis
- (g) Venereal Disease
- (h) Vital Statistics
- (i) Law Enforcement
- (j) Barber Division
- (k) Division of Examinations and Registration:
 1. Medical Examiners
 2. Dental Examiners
 3. Optometry Examiners
 4. Chiropractic Examiners
 5. Embalmer Examiners
 6. Podiatry Examiners
 7. Cosmetology Examiners
 8. Barber Examiners

Iowa Industrial Commission

Iowa State Bureau of Labor

Iowa State Department of Public Safety
with the following subdivisions only:

- (a) Fire Marshal
- (b) Radio Communication
- (c) Safety Education

The Adjutant General of Iowa
with the following subdivisions only:

- (a) Bonus Board

State Department of Agriculture
with the following subdivisions only:

- (a) Animal Industry Division
- (b) Chemical Laboratory

GROUP II. (Continued)

Iowa State Libraries
 with the following subdivisions:
 (a) Law Library (in State House)
 (b) Medical Library
 (c) Traveling Library

Department of History and Archives

GROUP III. AGENCIES AND DIVISIONS OF AGENCIES OF THE STATE GOVERNMENT NOW LOCATED IN THE STATE HOUSE:

Iowa State Mine Inspectors
 including the Examiners for Mine Inspectors

Iowa State Printing Board

Iowa State Department of Public Safety
 with the following subdivisions:
 (a) Criminal Investigation
 (b) Highway Safety Patrol
 (c) Motor Vehicle Registration
 (d) Operators and Chauffeur's Licenses
 (e) Statistical Record Division

The Adjutant General of Iowa
 with the following subdivisions:
 (a) Adjutant General
 (b) G. A. R.
 (c) Graves Registration

State Department of Agriculture
 with the following subdivisions:
 (a) State Horticulture Society

Custodian's Department

Supreme Court Reporter and Code Editors

State Executive Council

Department of Public Instruction
 with the following subdivisions:
 (a) Educational Examiners
 (b) Vocational Education
 (c) Vocational Rehabilitation

State Treasury

Auditor of State

State House Post Office

State Comptroller

GROUP III. (Continued)

Secretary of State

Governor's Office

Attorney General

Commission of Aeronautics

State Fair Board

Board of Examiners for Court Shorthand Reporters

Iowa State Board of Nurse Examiners

Iowa State Board of Parole

Iowa State Board of Pharmacy Examiners

GROUP IV. AGENCIES THAT ARE HOUSED IN STATE-OWNED BUILDINGS AND THAT WERE STUDIED IN PART BUT FOR WHICH NO DETAILS ARE INCLUDED WITH THIS REPORT:

Governor's Office

Lieutenant Governor's Office

Governor's Committee on Interstate Co-operation

Attorney General

State Libraries

with the following subdivisions:

- (a) Law Library
- (b) Traveling Library
- (c) Medical Library

Department of History and Archives

State Supreme Court, Offices, etc.

Board of Architectural Examiners

Board of Law Examiners

Board of Examiners in the Basic Sciences

Board of Engineering Examiners

Geological Survey

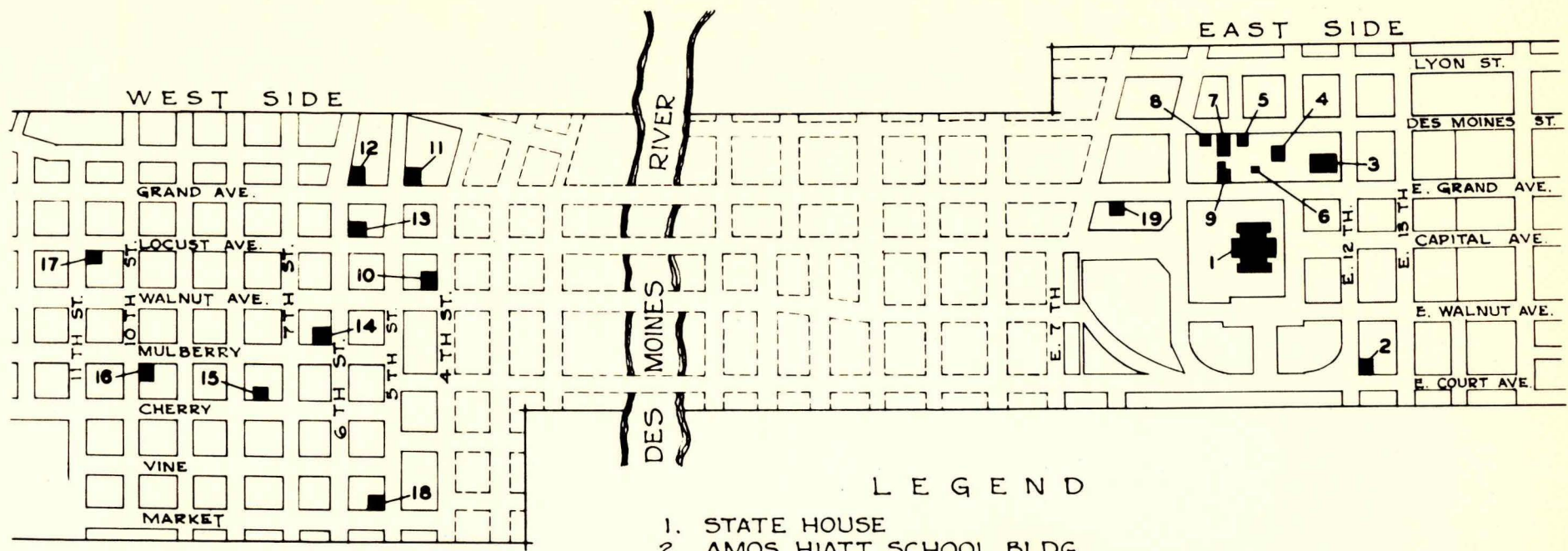
State Highway Commission (located at Ames)

GROUP IV. (Continued)

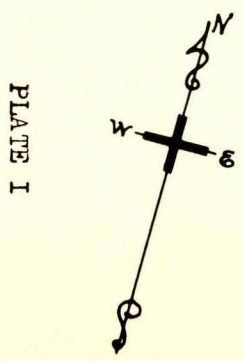
Iowa State Historical Department

State Historical Society (located at Iowa City)

Commission on Uniform State Laws



LOCATION MAP OF
STATE OFFICES
DES MOINES, IOWA



LEGEND

1. STATE HOUSE
2. AMOS HIATT SCHOOL BLDG.
3. HISTORICAL BLDG.
4. BOARD OF HEALTH LABORATORY
5. BOARD OF HEALTH-OLD GOVERNOR'S MANSION
6. BOARD OF HEALTH-VITAL STATISTICS
7. WAREHOUSE-GARAGE & PAINT SHOP
8. FLATS-BOARD OF EDUCATION & INDUSTRIAL COMMISSION
9. HEATING PLANT & PRINTING BOARD WAREHOUSE
10. VALLEY BANK BLDG.-DEPT. OF SOCIAL WELFARE
11. INSURANCE EXCHANGE-MERIT SYSTEM
12. IOWA BLDG.-SOCIAL WELFARE
13. DES MOINES BLDG.-TAX COMMISSION
14. SOUTHERN SURETY BLDG.-COMMISSIONER OF INSURANCE
15. LIQUOR COMMISSION GARAGE
16. MULBERRY BLDG.-LIQUOR COMMISSION
17. CLARK BLDG.-UNEMPLOYMENT COMPENSATION COMMISSION
18. WHITE LINE TRANSFER-SOCIAL WELFARE STORAGE
19. BRYANT SCHOOL BLDG.

While the financial consideration is important, there are others that should be given even greater weight.

(1) The quarters now occupied by the several agencies are entirely unsuited to their needs, making it impossible to organize the office work correctly and resulting in lost motion, unavoidable delays and general inefficiency.

(2) Several of the agencies do not have enough room to provide decent working conditions. The workers are crowded together so that they interfere with each other, the noise and confusion adds to the difficulty of securing efficiency, and the crowding and poor ventilation is unhealthful. These particular agencies must, if they are to function effectively, have considerably more floor space at an early date.

(3) There is now nowhere nearly enough storage space available to these agencies as a general rule, and some loss and spoilage results from storing materials in odd closets, hallways and in basements.

(4) The public is greatly inconvenienced because of the agencies being scattered so widely. It is difficult for a person not familiar with Des Moines to locate some of the offices. When they are located it is not possible to park a car in the vicinity and, on the whole, the general situation is unbusinesslike and inefficient.

(5) The agencies are too widely separated and too far from the State House for close inter-agency cooperation and to permit close coordination with the Executive Offices. The disbursements are through the Comptroller's Office and payrolls and vouchers must be moved back and forth between buildings, in some cases for long distances. All of this tends to prevent coherence in the administration of the business of the state and to increase costs and lower efficiency.

GROWTH OF STATE BUSINESS: There has been a tremendous increase in the state business during the period since 1930. This is illustrated by Table I, which shows the number of checks issued by the Comptroller and the total sum disbursed each year since 1927. The table also shows an increase in the number of workers in the offices of the various state agencies in Des Moines during the past twenty years.

THE NEED FOR A STATE OFFICE BUILDING: The pressing need for a state office building is apparent from the foregoing discussion. It is needed in the interest of efficiency of administration, convenience to the public, and economy. The agencies that should be brought into a state office building and the amount of floor space they require are shown in Table II.

GENERAL PLAN OF BUILDING: We believe that a strictly utilitarian building should be provided of such a design that it does not clash with the architecture of the State House. The plan should be such that future additions can be made without construction difficulties and the architectural integrity of the building be preserved. One scheme that has been followed by the Federal government and some states to comply with such requirements is shown on Plate II, which illustrates how a building can be constructed in units of various sizes and costs according to the available funds. Of course there are other schemes equally satisfactory.

We recommend that the system of construction be employed that provides movable partitions throughout, except for the main lobby, rest rooms and a few special office suites. This permits the adjustment of working space, private and general offices, according to the changing uses and as experience indicates.

We also recommend that in addition to the usual office accommodations there be provided one large conference or hearing room to accommodate about 200 people, and on each floor two conference rooms having a capacity of about 25

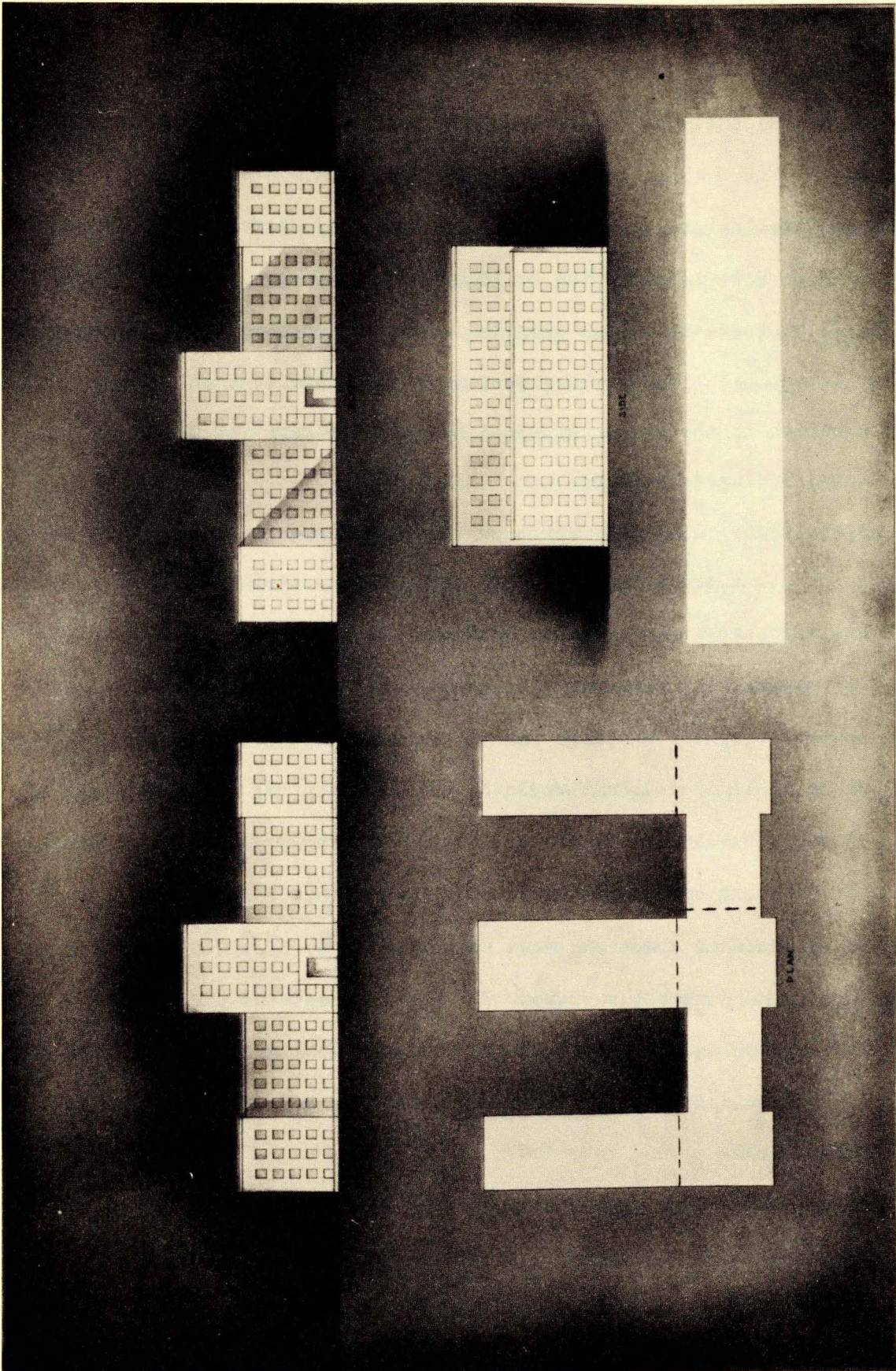


PLATE II

persons. Two or three of these rooms should be equipped for use as board or commission meeting rooms. The conference rooms should be available to any agency in the building for specific dates upon assignment by the building custodian.

We believe that considerable economy would result from providing a general service department in the building to do mimeographing and general duplicating, photostating, blue printing and similar services for all agencies in the building. Also certain business machines could be used jointly by several agencies in the building. This is particularly true of the rented International Business Machines.

Another means of economy would be the establishment of an office supply department to stock and issue as needed the numerous items of office supplies used by all agencies. Considerable saving in labor would also result from the use of a single mailing room for all agencies in the building. A common private branch telephone exchange for the building would also be advantageous.

Storage in limited amount would be available in the basement floor of such a building, but several agencies require a very large amount of storage space, (the Printing Board and the Vehicle License Division, for example.) We believe this needed space can most economically be provided by a storage building of ordinary warehouse type. The best estimate we can make as to the size is that 24,000 sq. ft. would be the minimum floor area for this building. It is relatively simple to enlarge such a structure as required. The estimated cost is \$115,000.00.

ARCHIVES: In theory each agency of the state government transfers to the archives all papers representing business transactions of the agency after they have been held for ten years when such papers are no longer required for current

business. The past practice has been to make such transfers from time to time when it was desired to clear the files, but there has been no adequate provision for caring for documents sent to the archives. All available space in the Historical Library has long since been utilized and great quantities of material have been stored in the basement, sub-basement and tunnels of the State House. Instead of being preserved they are being destroyed by mold and even if preserved, they are inaccessible. In most cases there is no index or other means of locating individual documents. In view of this condition we submit two recommendations:

1. That each agency of the state government be given authority to destroy certain classes of documents when they no longer have value. This can perhaps best be done by a suitable amendment to the Act creating the agency and providing proper safeguards against the destruction of really valuable material that should be transferred to the archives.
2. That provision be made for a trained archivist with assistants to take care of documents to be preserved in the archives and that a building to house these archives be constructed in accordance with the suggestion on the Masqueray plan shown herewith as Plate II as soon as that is feasible. In the meantime, the valuable documents should be indexed and, if no other space is available, be housed in the proposed storage building. As soon as the Vital Statistics Division of the Board of Health is provided with office space, additional archive space will be available in the Historical Library.

LOCATION OF STATE OFFICE BUILDING: The plan for the Capitol Extension prepared many years ago by Masqueray is included herewith as Plate III. It will be noted that this plan has already been adopted in part in the development of the Capitol

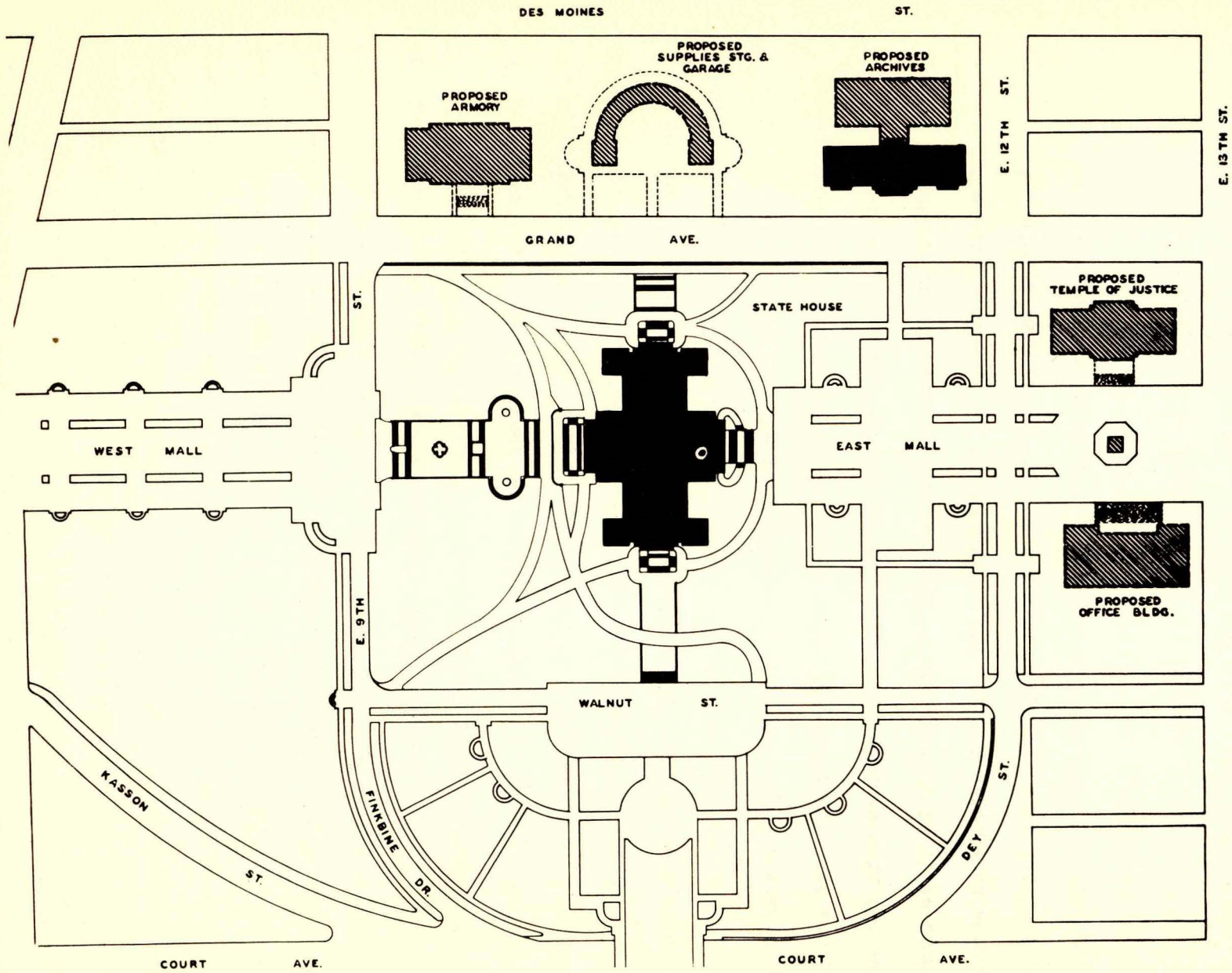


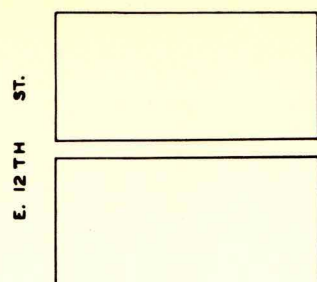
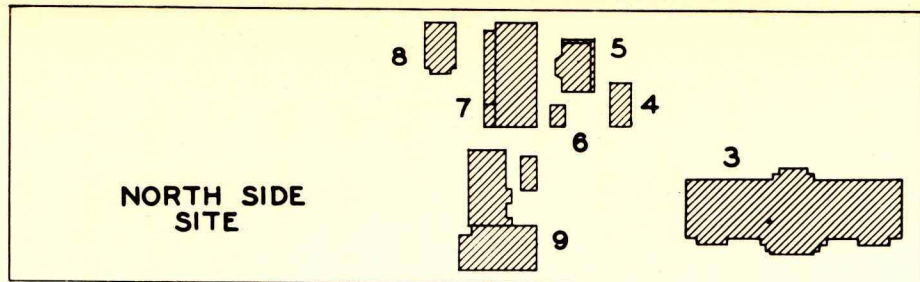
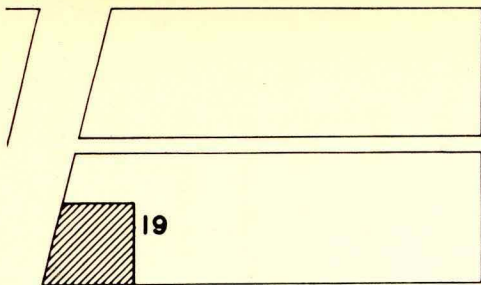
PLATE III

grounds, and it probably serves as a reliable guide for the future, although some changes will doubtless be made. This scheme provides for a small state office building to be located east of the State House. One site that ought to be considered is in that vicinity and is shown as the East Site on Plate IV. Another possibility is the site shown on the Masqueray plan as the location of a future armory. This is shown on Plate IV as the North Site. The third possible location is in the area west of the State House grounds. This is shown on Plate IV as the West Site. Careful study of the area to the south of the State House and south of Court Avenue leads to the conclusion that the topography and foundation conditions in that region are not favorable for a building of the size and type contemplated.

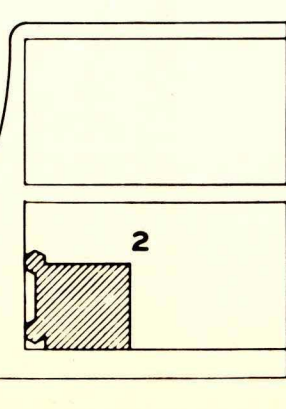
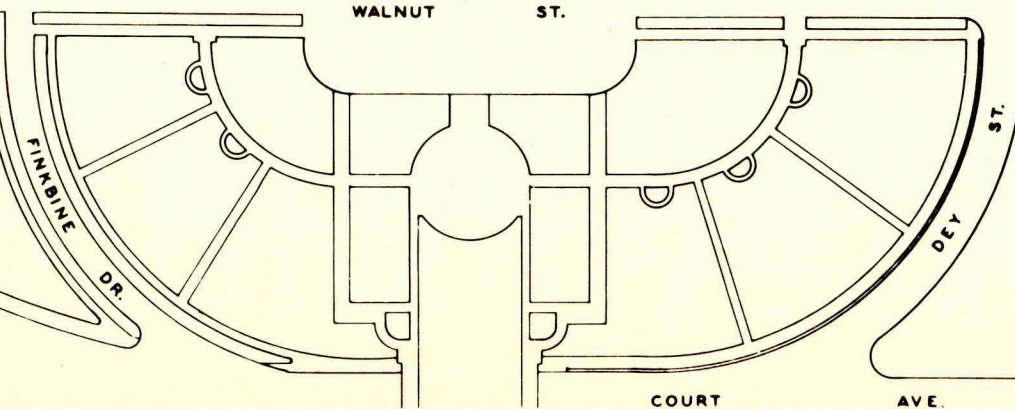
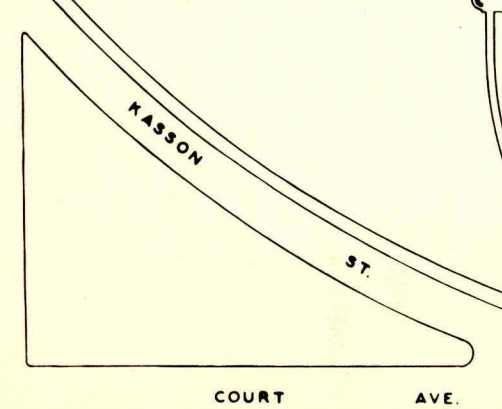
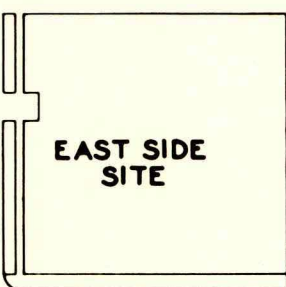
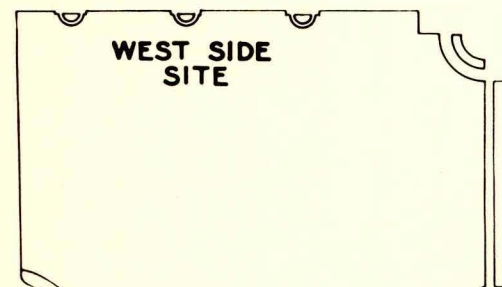
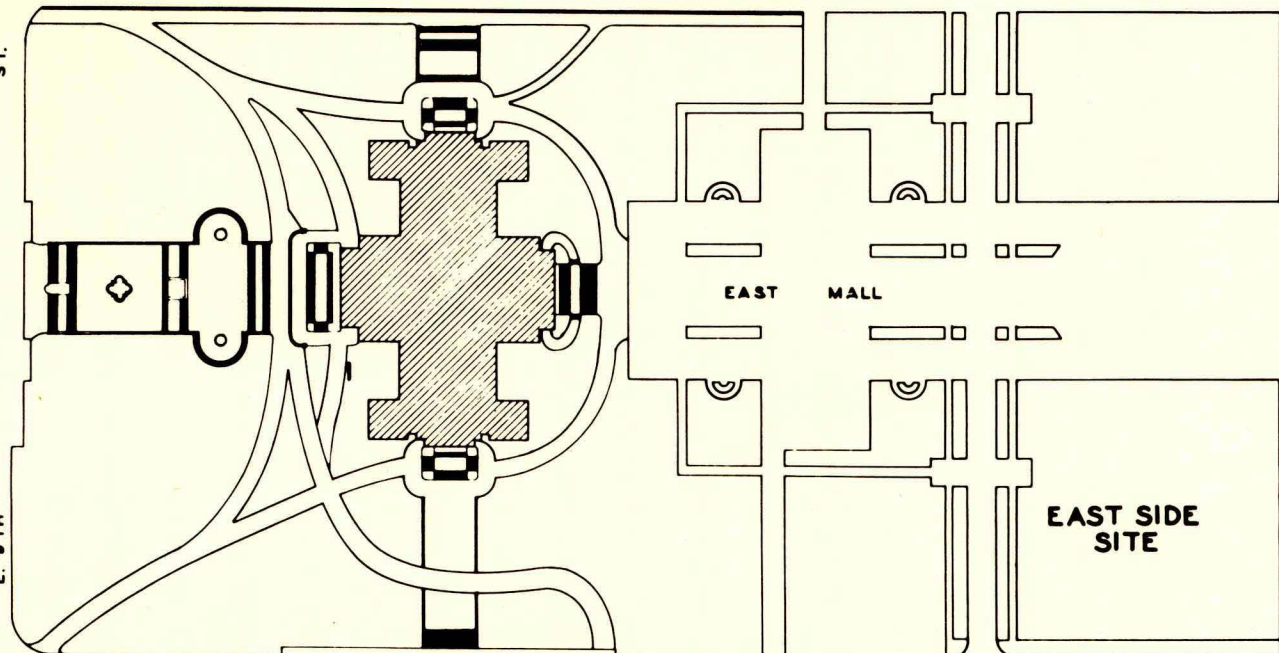
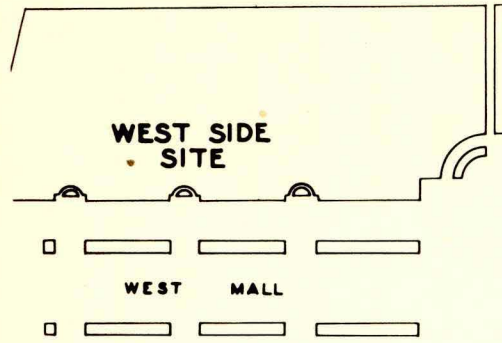
In considering a site for a building of this character it is necessary to consider the area available for additions to the building, accessibility by truck and automobile, accessibility from the State House and downtown hotels, bus and railway stations. The space that can be made available for parking automobiles is especially important. Another item that has an influence on the selection of a site is the desirability of being able to utilize a single heating plant for the entire group of buildings now served by the existing plant and, in addition, the new office building and the recommended storage and laboratory building.

The instructions given to your committee did not include the problem of recommending a definite site for the state office building, but we have suggested three reasonably satisfactory locations, all on state-owned lands.

HEATING PLANT: The State House, the Historical Library, Amos Hiatt Building, the Old Bryant School Building, the "Flats", the Old Governor's Mansion and several small buildings are now heated by low-pressure steam generated



GRAND AVE.



E. 12TH ST.

E. 13TH ST.

PLATE IV

at a heating plant located to the north of the State House across Grand Avenue. The steam is distributed through piping located in tunnels, one of which runs directly from the plant to the State House and one from the plant to the Historical Library. A branch tunnel was constructed several years ago, under the Capitol Extension Plan, extending east along Grand Avenue, then south along Twelfth Street to the Amos Hiatt School Building and on east to the bluffs along the railway lines where it was at one time proposed to construct a new central heating plant. The general layout will be appreciated by reference to Plate IV.

The present boiler plant consists of three steam generators with a combined rating of 750 boiler H.P. and is equipped to burn pulverized coal. The boilers are more than thirty years old but appear to be in good condition for their age. Since the average life of boilers of this type is about twenty-five years, it is not to be expected that these boilers can be kept in service for very many more years. There is not enough room in the present boiler house for the installation of any considerable amount of additional steam generating capacity. Exact data are not available on the actual steam generating capacity of the boilers and the amount of radiation in the buildings now being heated from this plant and to secure these data would require considerable time and an expense that is not warranted at this stage of this project. Conclusions are presented, therefore, based on the volume of the buildings now being heated and in the proposed office building, instead of square feet of radiation in the buildings, and the average performance of boilers of the type used in the present heating plant.

The capacity of the existing plant is apparently just about sufficient to carry the load of the proposed new state office building in addition to the

building it now serves, but in severe weather it would require the entire capacity of the plant to generate enough steam to keep the buildings warm; and if one boiler had to be shut down, the remaining units could not carry the load. That is, the present heating plant would have no reserve whatever if it were required to take on the state office building. Moreover, the boilers are so old that replacement will be necessary in any case in a very few years.

In view of this general situation it is believed that the wise policy would be to construct a new heating plant at the same time as a state office building so as to make certain that there is ample steam capacity for the requirements. This new heating plant should be located in the area southeast of the State House and adjacent to the existing tunnel which traverses that region. Whether the heating plant and a storage building should be built along the railway siding or nearer the buildings they serve involves considerations that do not need to be gone into at this time.

The estimated cost of such a heating plant, including building, boilers and steam piping in the tunnels, would be about \$165,000.

ARCHITECTURAL SERVICE: The selection of an architect for a project of the character of a state office building is a grave responsibility, and any building commission will have difficulty in making a wise selection. The American Institute of Architects provides a means of making a selection on the basis of a special competition whereby candidates submit plans for the proposed building, and the architect adjudged to have submitted the best plan is awarded the architectural contract. The regulations governing such competition are complete, and results of such competitions in the past appear to have been quite satisfactory. The method is recommended for this project.

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STATE OFFICE BUILDING SURVEYSTATE DEPARTMENTS

and

SUBDIVISIONS OF DEPARTMENTS IN DES MOINESNo. 1.--Iowa State Commerce Commission
(Located in Amos Hiatt Building)

Commission Offices
 Motor Division
 Warehouse Division
 Commerce Council
 Engineering Division
 Rate Department
 Statistician

This agency is reasonably well provided for now, except for files, vaults and storage space.

Present Area: 9700 Sq. Ft. (Total)

Recommended Area:

| | | |
|-------------------------|-----------------------|---------------|
| Office Space, all types | 9700 Sq. Ft.) | |
| Vault Space | 900 Sq. Ft.) | 11400 Sq. Ft. |
| File Space | 800 Sq. Ft.) | |
| Dead Storage (Yearly) | Estimated 100 Sq. Ft. | |

Summary of Area of Space Now Occupied:

| | |
|---|---|
| Total number of employees (all departments) | 47 |
| Total area of floor space (all departments) | 9700 Sq. Ft. |
| Total number of desks (all departments) | 53 |
| Total number of tables (all departments) | 10(3x2); 9(5x3) |
| Total number of business machines | 2(4x4); 6x3 |
| Files | 390 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$ |
| Shelves | 429 x 1 x 8 |
| Loose storage in hall of basement | Approximately 200 Cu. Ft. |

STATE OFFICE BUILDING SURVEYNo. 2.--State Conservation Commission

(Located in the Mulberry Building, Tenth and Mulberry)

Division of Administration
 Division of Fish and Game
 Division of Land and Water

This agency needs more office space; also additional storage, drafting, mimeographing, cold storage, laboratory and museum rooms. Commission also frequently needs use of conference room.

Present Area: 3800 Sq. Ft., exclusive of space used at Fair Grounds, also rented vaults and garage space for 7 State automobiles.

Recommended Area: 6140 Sq. Ft. of office space, including laboratory and cold storage, which may be large electric refrigerators.
 1000 Sq. Ft. of additional storage space for garage accommodations for 8 cars and light trucks
 Archive Space - 50 Sq. Ft. Yearly

Summary of Area of Space Now Occupied:

| | |
|---|---------------------------|
| Total Number of Employees | 41 |
| Total Area of Floor Space (Inside floor measurement, only) | 3800 Sq. Ft. |
| Total number of desks | 24 |
| Total number of tables | 3(3x2); 18(5x3) |
| Total files | 150 x 2 x 4 $\frac{1}{2}$ |
| Shelves | 75 x 1 |
| Business Machines | 2(5x3) |

STATE OFFICE BUILDING SURVEYNo. 3.--Board of Control of State Institutions

(Located in Amos Hiatt Building)

Board Rooms (3 members)
 Executive Secretary
 Children's Division
 Architects' Division
 Purchasing Department
 Parole Agents
 Statistician

This agency is reasonably well housed now. Space could be better utilized if arranged for this department. Needs a hearing room frequently. Area now used could be reduced if a hearing room may be used in a new building in conjunction with other agencies.

Present Area: 8400 Sq. Ft.

Recommended Area: (Offices only)

8400 Sq. Ft.

Additional Filing and Storage Space Required
 Archive Material

600 " "
 50 " " (Yearly)

Summary of Area of Space Now Occupied:

| | |
|--|---|
| Total number of employees(all departments) | 29 |
| Total area of floor space | 8400 Sq. Ft. |
| Total number of desks | 22 |
| Total number of tables | 10(3x2); 10(5x3); 4(8x4); 12x5 |
| Total number of business machines | See drawing of Blueprint Room |
| Files | 288 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$ |
| Shelves | 120 x 1 |
| Loose Storage in hall of basement | 450 Cu. Ft. |

NOTE: The sample room equipment and the blueprint and supply room equipment are not outlined above, but are included in the area.

STATE OFFICE BUILDING SURVEYNo. 4.--Department of Banking

(Located in Valley Bank Building)

Superintendent of Banking
 Examiners
 Receiverships, etc.
 Credit Union and Small Loan Examiners

At the time of our investigation this agency was located in the southeast corner of the basement of the State House. As housed in the State House, this agency was much overcrowded and needed extra space for offices, current files and storage files. Have made no survey of facilities now available in the Valley Bank Building.

Recommended Area:

| | |
|--|--------------|
| Office Space Only | 3500 Sq. Ft. |
| Additional Space for Files in Same Building | 900 Sq. Ft. |
| Archive Material Yearly | 100 Sq. Ft. |

In addition, the agency requires the use of
conference and hearing rooms.

Summary of Area of Space Occupied When Located in State House:

Number of employees - 21
 Total number of desks - 26
 Total area of floor space occupied by agency - 3950 Sq. Ft.
 Total number of tables - 9(3x2); 1(5x3)
 Total number of business machines - 2(3x2); 1(5x2)
 Files - 280 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$; 6 x 1 $\frac{1}{2}$ x 8
 Book Shelves - 17 x 1; 2 $\frac{1}{2}$ x 2 $\frac{1}{2}$ x 6; 40 x 2 x 11 $\frac{1}{2}$
 Safes - 1(2 $\frac{1}{2}$ x 2 x 3 $\frac{1}{2}$)

STATE OFFICE BUILDING SURVEYNo. 5.--Commission for the Blind
(Located in Amos Hiatt Building)

This agency needs increased space badly for special work in connection with work projects for the blind. It is suggested that if an office building is constructed that they be given at least 1300 Sq. Ft. of space, preferably on the ground floor of an existing building, such as now occupied by the Board of Education or the Industrial Commission in the "Flats" Building.

The general difficulties of caring for blind people suggests that this agency should not be moved into an office building. In addition, the agency reports that it has money from another source for special equipment if space can be provided.

Present Area: 640 Sq. Ft.

Recommended Area:

That 1300 Sq. Ft. of space be provided with at least 500 Sq. Ft. on the ground floor. Could be accommodated in the "Flats" when other agencies vacate that building.

Summary of Area of Space Now Occupied:

This agency has one room with a large closet, and the hallway in the basement of the Amos Hiatt School Building. This room is 27 x 18 Ft. and is used for the following purposes:

1. Office for E. T. Holmes, Executive Secretary
2. Office for Stenographers and Clerical Help
3. Store room and shipping room.

The room contains the following equipment:

Desks - 4
Shelves - 16 x 2 x 9
Tables - 3(3x2); 1(12x4)
Files - 22 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
Loose Storage - 600 Cu. Ft.

The closet is 10 x 5 Ft. and contains office supplies and finished products.

The hallway has 600 Cu. Ft. of material for work projects, such as rug material, mop yarn, iron cords, cocoa mat material, rubber mat material, leather material for belts.

Commission for the Blind (Continued)

It is necessary to use the garage, 10 x 18 Ft. at Mrs. Holmes' residence for storage of broom machinery, mat looms, and rubber mat material.

Two blind W.P.A. workers, transcribing Braille, use the hearing room in the basement for the work room.

STATE OFFICE BUILDING SURVEYNo. 6.--Board of Education

(Located in the "Flats" Building)

Secretary of Board
Finance Committee

The Board of Education has sufficient space for its work if all the space could be adequately used, but as it is in an old residence the halls and stairway prevent efficient use of the space. The Board also needs at least one additional office for the Finance Committee.

Present Area: 1300 Sq. Ft.

Recommended Area: 1600 Sq. Ft. Also use of conference rooms for Board meetings.

Summary of Area of Space Now Occupied:

| | |
|---------------------------|--|
| Total Number of Employees | 6 |
| Total Area of Floor Space | 1300 Sq. Ft. |
| Total number of Desks | 10 |
| Total Number of Tables | 4(3x2); 2(5x3) |
| Business Machines | 2(3x2) |
| Files | 10x2 $\frac{1}{2}$ x4 $\frac{1}{2}$ (See Basement) |
| Shelves | 6 x 1 |

NOTE: Shelves and files in basement not included in above summary.

STATE OFFICE BUILDING SURVEY

No. 7.--Department of Health

(Located in Old Governor's Mansion, New Laboratory Building,
Historical Building and Third Floor of State House)

Administrative Staff
Preventable Diseases (Pneumonia Control; Serum Center)
Tuberculosis
Maternal and Child Health
Venereal Diseases
Engineering and Industrial Hygiene
Public Health Nursing
Vital Statistics
Law Enforcement
Examination Licensure and Registration
Boards of Examiners:
 Medical, Dental, Optometry, Chiropractic, Osteopathic, Embalmer,
 Podiatry, Cosmetology, Barber

This agency is in very crowded quarters, especially the main office in Old Governor's Mansion. The Vital Statistics Division is housed in the Historical Building and part in a small building to the rear of the main office building. Other divisions are housed in the upper floors of the State House in Committee Rooms.

Present Area: 12,850 Sq. Ft.

Recommended Area: 13,000 Sq. Ft. for office space, exclusive of laboratories and storage facilities. The general problem of laboratories for the Department of Health is one which needs much further study if they are to be included in a new office building. An office building could only be equipped for chemical, bacteriological, serum and other laboratories at an additional expense over that required for plain office space as to make this move of doubtful value. If the departmental offices were housed in a new office building, then the existing buildings might be remodeled to accommodate laboratory facilities. The need for these facilities is admitted; the question is how best to find a place without too much expense.

It is not recommended that the laboratories be included in a new office building. If a storage type of building is built, housing these laboratories, with suitable plumbing and ventilation, as well as other auxiliary features, such as proper storage for serums and cultures, might well be included in the design of such a building.

Archive material about 100 Sq. Ft. yearly

Additional laboratory area recommended - 1500 Sq. Ft.

Storage facilities recommended - 1500 Sq. Ft.

(NOTE: Exclusive of Hygienic Laboratory in Iowa City)

STATE OFFICE BUILDING SURVEY

No. 8.--Iowa Industrial Commission and Workman's Compensation Service
(Located in "Flats" Building, 1006 Des Moines Street)

The present office is in an old house and, because of the partitions, is poorly arranged as an office building. The same space properly arranged would provide needed room for expansion.

This agency needs additional space for files and records, and, more important, the frequent use of a room to hold hearings, such as a small court room.

Present Area: 1700 Sq. Ft.

Recommended Area: 1700 Sq. Ft.

Estimated Archive Material - 20 Sq. Ft. Yearly

Summary of Area of Space Now Occupied:

Total number of employees - 9
 Total area of floor space - 1700 Sq. Ft.
 Total number of desks - 9
 Total number of tables - 8(3x2); 3(5x3)
 Files - 104 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
 Shelves - 50 x 1 x 6

STATE OFFICE BUILDING SURVEY

No. 9.--Commissioner of Insurance

(Located in Southern Surety Building - 6th & Mulberry Streets)

General Offices
Securities Departments, Superintendent of Deposits
Examiners and Actuaries

The main problem in this agency is the provision of adequate vaults. The present situation is far from satisfactory. It is anticipated that in a few years the securities in deposit will have a value of one billion dollars. At present the value is nearly $\frac{3}{4}$ of a billion dollars.

Present Vault Space is 1650 Sq. Ft., about half of which is rented in banks and the other half in the Southern Surety Building. At least 2000 Sq. Ft. of vault space of a good substantial nature is required.

Present Area: (Offices only) 8000 Sq. Ft.

Recommended Area: 6300 Sq. Ft.

Summary of Area of Space Now Occupied:

Total number of persons employed - 18 (includes all departments)
Total floor area (exclusive of vaults) 8000 Sq. Ft.
Total number of desks - 31
Total number of tables - 8(5x3); 4(3x2); 18 x 4; 8 x 4
Files - 300 x $2\frac{1}{2}$ x $4\frac{1}{2}$
Book Shelves - 150 x 1
Business machines - 2(5x3)

Vault Area (see drawings) - 1650 Sq. Ft. (not included in above)

STATE OFFICE BUILDING SURVEYNo. 10.--Bureau of Labor

(Located in Bryant School Building - East Pennsylvania & Grand Avenue)

This agency is somewhat crowded and is in a poorly arranged building which has been condemned. It is a fire trap and also structurally weak.

Present Area: 1600 Sq. Ft.

Recommended Area: 1800 Sq. Ft.

Archive Material - 10 Sq. Ft. yearly

Need use of a small hearing room at least twice each month

Summary of Area of Space Now Occupied:

Total number of employees - 7
Total area of floor space - 1600 Sq. Ft.
Total number of desks - 8
Total number of tables - 4(3x2); 2(5x3)
Files - 40 x $2\frac{1}{2}$ x $4\frac{1}{2}$
Shelves - 26 x 2

STATE OFFICE BUILDING SURVEYNo. 11.--State Mine Inspectors

(Located in East Wing of State House)

This agency is reasonably well cared for, except that a larger office should be provided for the three inspectors.

Present Area: 600 Sq. Ft.

Recommended Area: 700 Sq. Ft.

Storage Space 100 Sq. Ft.

Small volume of archive material yearly

Need hearing room for examinations and Board meetings

Summary of Area of Space Now Occupied:

Total number of employees - 3

Total area of floor space - 600 Sq. Ft.

Total number of desks - 2

Files - 13 x $2\frac{1}{2}$ x $4\frac{1}{2}$

STATE OFFICE BUILDING SURVEYNo. 12.--Nurse Examiners

(Located in Room 17 at State House)

One additional room needed for a private office and additional storage space for files.

Examinations are given in House Chamber in February, August and October. Maximum of 450 persons. (May or may not need to be moved to a new building.)

Present Area: 720 Sq. Ft.

Recommended Area: 900 Sq. Ft.

| | |
|--------------------------|---------------------|
| Additional Storage Space | 100 Sq. Ft. |
| Archive Material | 20 Sq. Ft. (Yearly) |

Summary of Area of Space Now Occupied:

Need additional file space - $16 \times 2\frac{1}{2} \times 4\frac{1}{2}$
Need one additional private office

Total number of employees - 5
Total area of floor space - 720 Sq. Ft.
Total number of desks - 4
Total number of tables - 2(3x2)
Business machines - 4x3
Files - $40 \times 2\frac{1}{2} \times 4\frac{1}{2}$

STATE OFFICE BUILDING SURVEY

No. 13.--Board of Parole

(Located on Second Floor of State House)

Aside from using the office of the Clerk of the House, and having to vacate this office during the sessions, this agency has sufficient space, but it is poorly arranged for their work.

(Agency may or may not be moved.)

Present Area: (Offices only) 1600 Sq. Ft.

Recommended Area: (Offices only) 1500 Sq. Ft., with the frequent use of a hearing room in addition, of an area about 300 Sq. Ft.

Storage space for vault material of a storage character not highly valuable. Open area of 300 Sq. Ft. is also recommended.

Summary of Area of Space Now Occupied:

Total number of employees - 12
 Total area of floor space - 1600 Sq. Ft.
 (including office of Clerk of the House)
 Total number of desks - 10
 Total number of tables - 3x2; 2(5x3)
 Files - 84 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
 Shelves - 3 x 1
 Counters -15 x 3

Board Room is office of Clerk of the House and must be vacated when Legislature is in session.

STATE OFFICE BUILDING SURVEYNo. 14.--Pharmacy Examiners

(Located in Room 202, Second Floor, State House)

This agency needs one additional room where conferences may be held, since much of the work of the agency deals with the legal and illegal phases of pharmacy and narcotic laws.

Present Area: 450 Sq. Ft.

Recommended Area: 600 Sq. Ft.

(Outer Room and 2 private offices)

Summary of Area of Space Now Occupied:

Total number of employees - 6
Total area of floor space - 450 Sq. Ft.
Total number of desks - 4
Total number of tables - 3x2
Files - 18 x $2\frac{1}{2}$ x $4\frac{1}{2}$

STATE OFFICE BUILDING SURVEY

No. 15.--State Printing Board

(Located on Second Floor of State House)

Office space reasonably satisfactory, but space for files badly needed as is additional warehouse space for supplies.

Present warehouse space large enough if space used by Executive Council and Department of Health was released.

Present Area: 2500 Sq. Ft., exclusive of warehouse

Recommended Area:

| | |
|---|--------------|
| Office Area | 2500 Sq. Ft. |
| Storage Space | 300 " " |
| Additional Warehouse Space | 600 " " |
| Also use of hearing room for contract lettings, one to three times monthly (20 - 30 persons) | |
| Archive Material - small amount yearly | |

Summary of Area of Space Now Occupied:

The warehouse now in use is large enough if space in the warehouse used by Executive Council and Department of Health were released.

Total number of employees - 6
 Total area of floor space (office only) - 2500 Sq. Ft.
 (Exclusive of warehouse for supplies north of Heating Plant and also storage of bulletins and pamphlets in south or front part of Heating Plant.)
 Total number of desks - 8
 Total number of tables - 4(3x2); 2(5x3)
 Business machines - 6 x 2
 Files - 46 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
 Shelves - 30 x 1 $\frac{1}{2}$ x 10

STATE OFFICE BUILDING SURVEYNo. 16.--Department of Public Safety

(Located in State House, Bryant School Building and Radio Stations at the State Fair Grounds)

General Office & Commissioner
 Division of Criminal Investigation
 Fire Marshal
 Highway Safety Patrol
 Motor Vehicle Registration
 Operators & Chauffeur's License Division
 Radio Communication Division
 Safety Education
 Statistical and Records

The Safety Council is also included in this group.

The Department of Public Safety is housed in the basement and third floor of the State House, and in the Bryant School Building.

It is considered that of all the agencies studied, this one now presents the most difficult problem of administration because its divisions are so widely scattered. Its efficiency can be greatly increased if the divisions can be housed together in an office building.

Many special facilities are required in its offices which will be apparent from a study of the detailed reports for each sub-division.

| | <u>Present Area</u> (Sq. Ft.) | <u>Recommended Area</u> (Sq. Ft.) |
|----------------------------|----------------------------------|--------------------------------------|
| Main Office | 1000 | 1200 |
| Criminal Investigation | 2300 | 3800 |
| Fire Marshall | 1400 | 1000 |
| Highway Patrol | 1100 | 1300 |
| Motor Vehicle Registration | 3700 | 4400 |
| Drivers License Division | 3000 | 3600 |
| Radio, office only | 100 | 200 |
| (Balance at Fair Grounds) | | |
| Safety Education | 500) | |
| and Safety Council | 1200) | 1200 |
| Statistical & Records | <u>900</u> | <u>1000</u> |
| | 15,200 | 17,700 |

Summary of Area of Space Now Occupied:

Total number of employees - 100
 Total area of floor space - 15,200 Sq. Ft.
 (Including Safety Council)
 Total number of desks - 85
 Total number of tables - 6(3x2); 21 (5x3); 1(16x4); 1(12x3)
 Machines and equipment 16(10x4); 5(6x3); 8(5x3)
 Files 667x2 $\frac{1}{2}$ x4 $\frac{1}{2}$
 Shelves - 192 x 2
 Storage area recommended (included in above) 1000 Sq. Ft.
 Archive area recommended - 50 Sq. Ft.

Summary of Area of Space Now Occupied: (Sub-divisions)General Office

Total number of employees - 3
 Total area of floor space - 1000 Sq. Ft.
 Total number of desks - 3
 Files $8 \times 2\frac{1}{2} \times 4\frac{1}{2}$
 Shelves $5 \times 1\frac{1}{2}$

Division of Criminal Investigation

Total number of employees - 9
 Total area of floor space - 2300 Sq. Ft.
 Total number of desks - 13
 Total number of tables 1(12x3); 1(5x3); 3(3x2)
 Machines & Equipment 3(10x4); 5(5x3)
 Files $125 \times 2\frac{1}{2} \times 4\frac{1}{2}$
 Cabinets $14 \times 2 \times 12$; $6 \times 3 \times 5$; $3 \times 2 \times 4$

Fire Marshall

Total number of employees - 5
 Total area of floor space - 1400
 Total number of desks - 6
 Total number of tables - 3(5x3)
 Files $55 \times 2\frac{1}{2} \times 4\frac{1}{2}$

Highway Safety Patrol

Total number of employees - 7
 Total area of floor space - 1100 Sq. Ft.
 Total number of desks - 6
 Files $36 \times 2\frac{1}{2} \times 4\frac{1}{2}$
 Shelves 12×2

Motor Vehicle Registration

Total number of employees - 33
 Total area of floor space - 3700 Sq. Ft.
 Total number of desks - 23
 Total number of tables 1(16x4); 7(5x3)
 Files $224 \times 2\frac{1}{2} \times 4\frac{1}{2}$

Operators & Chauffeur's License Division

Total number of employees - 25
 Total area of floor space - 300 Sq. Ft.
 Total number of desks - 16
 Total number of tables 6(5x3)
 Business Machines 2(10x4); 3(6x4); 3(5x3)
 Files $140 \times 2\frac{1}{2} \times 4\frac{1}{2}$
 Shelves $55 \times 10 \times 1\frac{1}{2}$

One man working in hallway - space 20×10 Ft.

Radio

The superintendent of Radio Commission has an office with the Department of Criminal Investigation.

Safety Education

Total number of employees - 8
 Total area of floor space - 500 Sq. Ft.
 Total number of desks - 7
 Files $14 \times 2\frac{1}{2} \times 4\frac{1}{2}$
 Shelves 12×1

Safety Council

Total number of employees - 2
 Total area of floor space - 1200 Sq. Ft.
 Total number of desks - 3
 Total number of tables 2(3x2); 2(6x3); 1(8x5)
 Business Machines 6×2
 Shelves $34 \times 1\frac{1}{2} \times 8$

Statistical & Records

Total number of employees - 8
Total area of floor space - 900 Sq. Ft.
Total number of desks - 8
Total number of tables 3x2
Business machines 6x3
Files 30x2 $\frac{1}{2}$ x4 $\frac{1}{2}$

STATE OFFICE BUILDING SURVEYNo. 17.--Department of Social Welfare

(Located in the Iowa and the Valley Bank Buildings)

Board of Social Welfare
 Division of Accounts and Audits
 Division of Business Management
 Division of Child Welfare
 Division of Field Staff
 Division of Public Assistance
 Research and Statistics

This agency is badly crowded, being housed in space entirely too small for the staff. Its location in two separate buildings and on two floors in the Iowa Building, also its distance from the Comptroller's Office and the State House, makes for difficult operation. For example, the agency has to mail about 60,000 checks and warrants each month, all of which originate downtown, are then taken by a messenger to the Comptroller's Office in the State House and carried back to be mailed from the offices downtown.

Present Area:

| | |
|--------------|----------------|
| Office Space | 17,000 Sq. Ft. |
|--------------|----------------|

Recommended Area:

| | |
|---------------|----------------|
| Office Space | 28,500 Sq. Ft. |
| Storage Space | 3,990 Sq. Ft. |

| | |
|-------|----------------|
| Total | 32,490 Sq. Ft. |
|-------|----------------|

| | |
|------------------------|----------------------|
| Archive Material about | 100 Sq. Ft. (Yearly) |
|------------------------|----------------------|

STATE OFFICE BUILDING SURVEYNo. 18.--State Tax Commission

(Located in Des Moines Building, Sixth Avenue & Locust Street)

General Offices
 Division of Income Tax
 Division of Property Tax and Homestead
 Division of Valuation Engineer
 Division of Cigarettes and Beer
 Division of Retail Tax and Use Tax

The Tax Commission is one of the most crowded of all those visited. They particularly need more space for filing of documents and records, but they also need more space for general office purposes and, in addition, private offices so as to be able to have personal interviews. This is especially necessary in view of the confidential nature of Income Tax returns and valuations.

Present Area: 15,800 Sq. Ft.Recommended Area:

| | |
|------------------|--------------------|
| Office space | 22,600 Sq. Ft. |
| Storage space | 2,800 Sq. Ft. |
| Archive material | 130 Sq. Ft. Yearly |

Summary of Area of Space Now Occupied:Main Office

Total floor area - 4100 Sq. Ft.
 Total number of desks - 23
 Total number of tables - 4(5x3); 6(3x2); 1(13x3); 2(9x3)
 Files - 80 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
 Book shelves - 60 x 1
 Business machines - 3(5x3); 3(3x2)
 Supply room in basement (See drawing)

Division of Income Tax

Total floor area - 5900 Sq. Ft.
 Total number of desks - 66
 Total number of tables - 13(5x3); 1(3x2)
 Files - 750 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$; 14 x 1 $\frac{1}{2}$ x 7
 Book shelves - 6 x 1
 Business machines - 4(5x3); 9(3x2)

Division of Property Tax & Homestead

Total floor area - 260 Sq. Ft.
 Total number of desks - 3
 Files - 18 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
 Book shelves - 6 x 1

State Tax Commission(Continued)

Division of Valuation Engineer

Total floor area - 400 Sq. Ft.
Total number of desks - 6
Total number of tables - 5 x 3
Files - 9 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$; 3 x 3 x 8

Division of Cigarette & Beer

Total floor area - 560 Sq. Ft.
Total number of desks - 7
Total number of tables - 1(3x2)
Files - 20 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
Business Machines - 5 x 3

Division of Retail Sale and Use Tax

Total floor area - 4600 Sq. Ft.
Total number of desks - 57
Total number of tables - 7(3x2); 4(5x3); 1(9x4); 1(18x4); 1(7x4)
Files - 520 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$; 18 x 1 x 3; 2(10x2 $\frac{1}{2}$ x4)
Business Machines - 10(5x3); 1(3x2)

GRAND TOTALS

Total number of employees - 198
Total area of floor space - 15,800 Sq. Ft.
Total number of desks(all departments) - 162
Total number of tables - 18(3x2); 25(5x3); 6(10x4)
Total files - 1500 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
Shelves - 72 x 1
Business Machines - 13(3x2); 18(5x3)

STATE OFFICE BUILDING SURVEYNo. 19.--Iowa Unemployment Compensation Division

(Located in the Clark Building, 1020-22 Locust Street)

Main Office
 Accounting Division
 Benefits Division
 Employment Service

NOTE: District Employment Office is not included in the summary since it should remain in downtown Des Moines.

The growth of this agency has been phenomenal, and more space is needed both for offices and records.

There are many inter-locking relationships between this agency and other state agencies, such as Social Welfare, the Comptroller's Office and the Attorney General's Department, which would make it desirable to have the agency near the State House.

Present Area: 19,100 Sq. Ft.

Recommended Area:

| | |
|-------------------------------------|----------------|
| Office space | 21,450 Sq. Ft. |
| Storage space | 3,500 Sq. Ft. |
| Archive material yearly (uncertain) | |

The records are mostly Federal records, and it may not be desirable to store them with State Archives.

Summary of Area of Space Now Occupied:

Area - 19,100 Sq. Ft.
 Total number of employees - 139 (all departments, excluding District Employment Office)

Main Office

Total floor area - 11,500 Sq. Ft.
 Total number of desks - 40
 Total number of tables - 6(5x3); 8(3x2); 2(7x3); 5(6x3)
 Files - 150 x $2\frac{1}{2}$ x $4\frac{1}{2}$
 Book Shelves - 18 x 1
 Business machines - 2(5x3); 3(3x2)
 Switchboard
 Loose storage 3000 Cu. Ft.

Accounting Division

Total floor area - 4700 Sq. Ft.
 Total number of desks - 26
 Total number of tables - 2(5x3); 5(3x2)
 Files - 170 x $2\frac{1}{2}$ x $4\frac{1}{2}$
 Business Machines - 33(5x3); 3x2

Iowa Unemployment Compensation Division(Continued)Benefits Division

Total floor area - 2000 Sq. Ft.
Total number of desks - 23
Total number of tables - 10(5x3); 1(3x2)
Files - 62 x $2\frac{1}{2}$ x $4\frac{1}{2}$
Book shelves - 5 x 1

Employment Service

Total floor area - 900 Sq. Ft.
Total number of desks - 8
Files - 31 x $2\frac{1}{2}$ x $4\frac{1}{2}$
Book shelves - 7 x 1

STATE OFFICE BUILDING SURVEYNo. 20.--Adjutant General

(Located in Basement of State House)

Advisory Board
 Armory Board
 War Roster Commission
 Soldiers' Bonus Board (in Amos Hiatt Building)-See Report No. 21
 Graves Registration

This agency needs more office space and additional storage space, particularly in view of the present preparedness program.

The Graves Registration Department is under the supervision of the Adjutant General. It is located in the State House and occupies an area of 700 Sq. Ft. which is satisfactory, but it would be more convenient if the office could be located with the other subdivisions of the Adjutant General's Office.

Present Area: 3300 Sq. Ft.

Recommended Area:

| | |
|--|--------------|
| Area for offices including Graves Registration | 3700 Sq. Ft. |
| Storage | 300 Sq. Ft. |

Area to be divided as follows:

2 Private Offices (Adjutant General; Assistant Adjutant General)
 2 Outer Offices (Two private secretaries)
 1 Office - 700 Sq. Ft. (Clerks and files)
 1 Office - 850 Sq. Ft. (Accountant and World War Records)
 2 Offices - 120 Sq. Ft. each (2 Regular Army Senior Instructors)
 1 Office - 200 Sq. Ft. (Office supplies)
 1 Mimeograph room - 60 Sq. Ft.

Summary of Area of Space Now Occupied:

Files in G.A.R. Room ($17 \times 2\frac{1}{2} \times 4\frac{1}{2}$)
 Approximately 300 Cu. Ft. of storage under north steps of State House
 Increase in Iowa National Guard will necessitate 3 additional Clerk-Stenographers
 Total number of employees - 14
 Total area of floor space - 2600 Sq. Ft. (Including Graves Registration)
 Total - 3300 Sq. Ft.
 Total number of desks - 16
 Total number of tables - 4(3x2); 2(5x3)
 Total number of business machines - 6x2; 3x2
 Files - $80 \times 2\frac{1}{2} \times 4\frac{1}{2}$
 Book Shelves - 9 x 1
 Supply and records - $53 \times 1\frac{1}{2} \times 12$

STATE OFFICE BUILDING SURVEYNo. 21.--Soldiers' Bonus Board
(Located in Amos Hiatt Building)

Present accommodations are adequate.

This agency is in reality a part of the Adjutant General's organization and should be moved into an area adjacent to that occupied by the Adjutant General.

Present Area: 500 Sq. Ft.

Recommended Area: 500 Sq. Ft.

Summary of Area of Space Now Occupied:

Total number of employees - 3
Total area of floor space - 700
Total number of desks - 3
Total number of tables - 5 x 3
Files - 66 x $2\frac{1}{2}$ x $4\frac{1}{2}$

STATE OFFICE BUILDING SURVEYNo. 22.--Grand Army of the Republic

(Located in Basement of State House)

This room has been maintained through the years for the accommodation of the Grand Army of the Republic as an appropriate recognition of the patriotic service of the Veterans of the Civil War. The room is in charge of the Adjutant General and is adequate for its purposes. It should be retained in its present location.

Present Area: 1200 Sq. Ft.

Recommended Area: 1200 Sq. Ft.

Summary of Area of Space Now Occupied:

Total number of employees - 3
Total area of floor space - 1200 Sq. Ft.
Total number of desks - 1
Total number of tables - 2(3x2); 9x3
Files - 25 x $2\frac{1}{2}$ x $4\frac{1}{2}$
Shelves - 18 x 1

STATE OFFICE BUILDING SURVEY

No. 23.--Department of Agriculture

(Located in several buildings as indicated below)

Main Office (State House)
 Division of Dairy & Food (Bryant School and State House)
 Division of Animal Industry (State House)
 Division of Weather)
 Division of Agricultural Statistics) in U. S. Court House
 Other divisions of the agency are not in Des Moines
 Affiliated Societies in Des Moines (State House)
 Swine Producers Association
 Iowa Horse & Mule Breeders Association
 Iowa State Horticultural Society
 Other affiliated societies have offices outside Des Moines
 The State Fair Board may also be considered as closely allied
 to the Department of Agriculture.

The various branches of the Department of Agriculture are housed in several buildings. For proper functioning they should be grouped together. They are crowded, the laboratories particularly being unsatisfactory.

Present Area: 10,300 Sq. Ft.

Recommended Area:

| | |
|---------------------|----------------|
| Total Offices, etc. | 6,800 Sq. Ft. |
| Laboratory | 4,000 Sq. Ft. |
| Storage Space | 1,200 Sq. Ft. |
| Total | 12,000 Sq. Ft. |

Archive Material, difficult to separate from storage material, but about 200 drawers of letter size accumulate yearly.

Summary of Area of Space Now Occupied by the Department and Affiliated Societies in Des Moines:

Total number of employees - 38
 Total area of floor space - 10,300 Sq. Ft.
 Total number of desks - 43
 Total number of tables - 7(3x2); 6(3x2)
 Total files - 260 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
 Shelves - 180 x 1 x 8
 Business machines - 2(5x3)

STATE OFFICE BUILDING SURVEYNo. 24.--Custodian of State Buildings in Des Moines

(Located in the Basement of State House)

The Custodian should remain in the State House, but for purposes of record the following summary is given.

No additional office space is necessary, but there is a real need for better storage and improved garage service facilities. These might well be included in any new storage warehouse type of building.

Employees equipment and facilities in carpenter and paint shops and garage not included, but the areas of these are included as indicated.

Summary of Area of Space Now Occupied:

| | | |
|---|------|---------|
| Total number of employees - | 3 | |
| Total area of floor space - | 3860 | Sq. Ft. |
| Offices in State House - | 560 | Sq. Ft. |
| North of State House (Carpenter Shop, etc.) | 900 | Sq. Ft. |
| Paint Shop | 600 | " " |
| Garage | 1800 | " " |
| | | <hr/> |
| | 3860 | Sq. Ft. |

Number of desks and tables - 4

Files - 5 x $2\frac{1}{2}$ x $4\frac{1}{2}$

Shelves - 6 x 1

STATE OFFICE BUILDING SURVEY

No. 25.--Reporter of the Supreme Court and Code Editor
(Located in the State House)

The whole problem of the accommodation of the Law Library, accommodations for the Justices of the Supreme Court of the State, for the Reporter of the Supreme Court and Code Editor, as well as many other items connected with the administration of justice requires special study which the committee has not been able to give the problem. It is considered, however, that these offices should not be housed in a state office building.

Summary of Area of Space Now Occupied:

Rooms 24, 25 and 26 - 1,400 Sq. Ft.

Have to move out of part of area occupied during legislative session.

Need at least twice the space they now have, near the Law Library

Department hires 25 to 30 extra people following the legislative session for a period of about six months.

Number of regular employees - 9

STATE OFFICE BUILDING SURVEY .No. 26.--State Executive Council
(Located in State House)

Secretary to State Executive Council is also
Secretary of State Board of Engineering Examiners

This agency is now occupying 2200 Sq. Ft. of office space in the basement of the State House. We are advised that the Executive Council has ample room except for warehouse space.

Present Area: 2200 Sq. Ft.

Recommended Area: 2200 Sq. Ft.

Summary of Area of Space Occupied at Time of Survey:

Total number of employees - 9
Total area of office space - 2200 Sq. Ft.
(not including warehouse space)
Total number of desks - 9
Total number of tables - 2(3x2)
Files - 40 x $2\frac{1}{2}$ x $4\frac{1}{2}$

NOTE: Space in warehouse north of State House is not included above. This is about 300 Sq. Ft. in area.

STATE OFFICE BUILDING SURVEYNo. 27.--Superintendent of Public Instruction
(Located in State House)

General Offices
 Board of Educational Examiners
 State Board for Vocational Education
 Division of Vocational Rehabilitation for disabled persons

While the main office might remain in the State House, the unsatisfactory present arrangement and crowded conditions indicate that the other branches should be moved to a new office building.

Present Area: 6730 Sq. Ft.

Recommended Area:

| | |
|-----------------------|-----------------|
| Main Office | 3000 Sq. Ft. |
| Educational Examiners | 1000 " " |
| Vocational Education | 2300 " " |
| Rehabilitation | 1200 " " |
| Total | <u>7500</u> " " |

In addition, space is required for storage estimated at 200 Sq. Ft.

A hearing room and room for teachers' examinations is also required.

Summary of Area of Space Now Occupied:Superintendent of Public Instruction

Employees - 20
 Total area of floor space - 2700 Sq. Ft.
 Total number of desks - 20
 Total number of tables 2(5x3); 1(3x2)
 Files 65x2 $\frac{1}{2}$ x4 $\frac{1}{2}$
 Shelves 56x2 $\frac{1}{2}$ x4 $\frac{1}{2}$

Vocational Rehabilitation for Disabled Persons

Total number of employees - 7
 Total area of floor space - 830 Sq. Ft.
 Total number of desks - 7
 Total number of tables - 2(5x3)
 Files 26x2 $\frac{1}{2}$ x4 $\frac{1}{2}$
 Shelves 6x1

Vocational Education

Total number of employees - 12
 Total area of floor space - 2300 Sq. Ft.
 Total number of desks - 15
 Total number of tables - 3(5x3)
 Business machines 6x3
 Files 50x2 $\frac{1}{2}$ x4 $\frac{1}{2}$
 Shelves 42x1 $\frac{1}{2}$ x9

Summary of Area of Space Now Occupied: (continued)Educational Examiners

Space used is a Senate Committee Room. The department is moved out while the legislation is in session. Need two private offices, twice amount of filing space.

Total number of employees - 8

Total area of floor space - 900 Sq. Ft.

Total number of desks - 9

Total number of tables - 5x3

Files $26 \times 2\frac{1}{2} \times 4\frac{1}{2}$

Shelves 6x1

Grand Totals

Employees - 47

Total Area of Floor Space - 6730

Total number of desks - 51

Total number of tables - 8(5x3); 1(3x2)

Files $167 \times 2\frac{1}{2} \times 4\frac{1}{2}$

Shelves 2(6x1); $56 \times 2\frac{1}{2} \times 4\frac{1}{2}$; $42 \times 1\frac{1}{2} \times 9$

STATE OFFICE BUILDING SURVEYNo. 28.--Treasurer of State

(Located on Main Floor State House)

Gas Tax and Refund Department

Offices are crowded, particularly due to the increased work involved in the gas taxes and refunds.

Present Area: 4500 Sq. Ft.Recommended Area:

Treasurer's Office) 6100 Sq. Ft.
 Gas Tax & Refund)
 Storage, particularly for vouchers, etc. 300 Sq. Ft.
 A vault of 200 Sq. Ft. is also needed
 Total - 6600 Sq. Ft.

Summary of Area of Space Now Occupied:Treasurer's Office

Total number of employees - 17
 Total area of floor space - 2500
 Total number of desks - 17
 Total number of tables - 1(5x3)
 Total number of Business Machines - 10(3x2); 2(5x3)
 Files - 57 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
 Shelves - Vault and supplies on mezzanine
 This summary does not include the Gas Collection Department

Gas Collection and Refund Department

Total number of employees - 16
 Total area of floor space - 1800 Sq. Ft.
 Total number of desks - 9
 Total number of tables - 4(5x3)
 Business Machines 2(4x3)
 Files - 60 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
 Shelves - 10 x 2
 Counter - 15 x 3

GRAND TOTALS

Total number of employees - 33
 Total area of floor space - 4300 Sq. Ft., also 200 Sq. Ft. vault
 Total number of desks - 26
 Total number of tables - 5(3x5)
 Total files - 120 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
 Total shelves - 10 x 1
 Business Machines - 10(3x2); 4(3x5)
 Counter - 15 x 3

STATE OFFICE BUILDING SURVEY •No. 29.--Auditor of State

(Located on Main Floor of State House)

Greatly expanded work caused by increase of state business, such as old age pensions, unemployment compensation, gas tax refunds, etc.

Present quarters entirely inadequate; also need about double present filing space.

Present Area: 2500 Sq. Ft.

Recommended Area:

| | |
|--------------------------------|--------------|
| Office space | 3000 Sq. Ft. |
| Storage space in same building | 400 Sq. Ft. |
| Vault area | 350 Sq. Ft. |
| | <hr/> |
| | 3750 Sq. Ft. |

Summary of Area of Space Now Occupied:

Number of employees - 19
 Total area of floor space - 2500 Sq. Ft.
 Total number of desks - 24
 Total number of tables - 5(3x2), 1(5x3)
 Files - 83 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$; 14 x 1 $\frac{1}{2}$ x 6
 Supply shelves - 14 x 2 $\frac{1}{2}$ x 10
 Book shelves - 10 x 1
 Vault shelves (2 stories 11 x 16) 52 x 2 x 9

STATE OFFICE BUILDING SURVEY

No. 30.--Merit System

(Located in Insurance Exchange Building)

This agency should be moved to a new state office building.

It is a new agency and is at present housed satisfactorily, but its business is likely to increase.

Present Area: 600 Sq. Ft.

Recommended Area: 600 Sq. Ft., also needs use of a hearing room occasionally.

Summary of Area of Space Now Occupied:

Employees - 4
Desks - 4
Tables - 1
Files - 1

STATE OFFICE BUILDING SURVEYNo. 31.--Iowa Liquor Control Commission

(Located in Mulberry Building, Tenth and Mulberry Street)

Because of the nature of the work of this agency, particularly the storage, truckage, loading and unloading facilities required, it is not recommended that this agency be located in a new state office building. If, however, a storage warehouse is to be built by the State, then the problem of adequate accommodations for the Liquor Commission should be reconsidered.

Present Area: 75,500 Sq. Ft.

Recommended Area: 79,300 Sq. Ft.

Summary of Area of Space Now Occupied:

Total number of employees - 136
Total area of floor space - 75,500 Sq. Ft.
Total number of desks - 74
Total number of tables - 9(3x2), 20(5x3)
Total files - 274 x 2 $\frac{1}{2}$ x 4 $\frac{1}{2}$
Total shelves - 190 x 1 $\frac{1}{2}$
Total business machines - 17(5x3)

STATE OFFICE BUILDING SURVEY

No. 32.--State House Post Office

(Located in Basement and on Second Floor of State House)

A new office building would require a central mailing room with facilities for receiving and dispatching all mail, also meter machines for stamping letters and parcels.

Indications point clearly to the impossibility of all state mail being handled solely through one post office room in an office building. The State House itself would continue to require a mailing center. Mailing centers are now maintained by several of the agencies in the downtown office buildings. These should be consolidated in a new office building.

It is estimated that a new building should have an area of about 800 Sq. Ft. located in the basement, so as to give easy access for packages and mail trucks, and so divided as to separate parcels, etc., from first class and registered mail.

Present Area: 800 Sq. Ft.

Recommended Area: 800 Sq. Ft.

Summary of Area of Space Now Occupied in State House (only)

Total number of employees - 7
 Total area of floor area - 800 Sq. Ft.
 Total number of tables - 6 x 2; 2(9 x 4)
 Shelves - 22 x 1
 Business Machines - 3(4 x 3)

STATE OFFICE BUILDING SURVEYNo. 33.--State Comptroller

(Located in Basement of State House)

The work of the Comptroller has increased enormously in the last ten years. The present office is grossly overcrowded, as will be apparent when it is realized that all state checks have to be made out by the Comptroller's Office. The growth in work of the Comptroller's Office is indicated by an increase from 155,864 checks issued in 1929 to 1,728,916 checks issued in 1939.

This office should remain in the State House but with increased space. Adjoining space could be obtained if the Department of Public Safety was moved to a new building.

Present Area: 3500 Sq. Ft.

Recommended Area:

| | |
|--|---------------------|
| Office space and machine rooms | 4000 Sq. Ft. |
| Vault space - increased by 100 Sq. Ft. | |
| Storage space | 800 " " |
| Archive material (Files, vouchers, etc.) | about 50 " " Yearly |

Summary of Area of Space Now Occupied:

Present facilities, exclusive of use of corridor, underneath cashier's counter and outside hall. It should also be pointed out that the files are now stacked 11 feet high, instead of the usual 4 to 5 feet high.

| |
|--|
| Total number of employees - 23 |
| Total area of floor space - 3500 Sq. Ft. (Including vaults) |
| Total number of desks - 29(3x5) |
| Total number of tables - 5(3x2); 1(6x3) |
| Total number of business machines - 15(3x2); 7(4 $\frac{1}{2}$ x2) |
| Files - 70x2 $\frac{1}{2}$ x4 $\frac{1}{2}$; 3x2 $\frac{1}{2}$ x6; 9x2 $\frac{1}{2}$ x8; 50x3x11 (This last group stacked 11 ft., should be 100x3x5 $\frac{1}{2}$) |
| Book shelves - 9 $\frac{1}{2}$ x1 $\frac{1}{2}$ x11 |

STATE OFFICE BUILDING SURVEY

No. 34.--Secretary of State
(Located in State House)

Real Estate Department

The Secretary of State is the custodian of permanent records, real estate, land office, original plans of surveys, trade marks, articles of corporations, official bonds, etc.

Main office must remain in State House, but land office could be moved or expanded into space released when Department of Public Safety is moved into a state office building.

Present Area: 3390 Sq. Ft.

Recommended Area:

| | |
|--|--------------|
| Office space | 2700 Sq. Ft. |
| Space for supplies and files | 300 " " |
| Space for photostatic machines, etc. | 300 " " |
| Present vaults (equivalent floor area) | 860 " " |
| Extra vault space | 400 " " |
| (if in 2 stories - 200 Sq. Ft. needed) | |

Summary of Area of Space Now Occupied:

Valuable corporation records now kept in main office should be in fireproof vault. Vault off main office is full. Two outside investigators have desk space in Real Estate Outer Office. A large space in the main office is taken by the photostatic equipment. Additional space is needed for this equipment and supplies. About 14 standard letter size files (1x1x2) accumulate in one year, which can be placed in the archives. About 20 cu. ft. of legislative and corporation permanent records accumulate in one year, which must be kept in office vault.

Number of employees - 15
 Total area of floor space - 2532 Sq. Ft. (excluding vaults)
 Area of vaults - 860 Sq. Ft.
 Total number of desks - 16
 Total number of tables - 3(3x2); 2(5x3); 1(7x4)
 Total number business machines - 2(3x2); 1(5x3); Photo. Equipment - 7x2; 11x6
 Files - 38x2x5; 23x2x4 $\frac{1}{2}$; 3x1 $\frac{1}{2}$ x6
 Book shelves - 6(3x1); 3x3

STATE OFFICE BUILDING SURVEYNo. 35.--State Fair Board

(Located in State House)

At the time of our survey this department was located at the Fair Grounds but has since moved into the State House. They are reasonably well housed there, and since there is a close tie between the Fair Board and the Department of Agriculture, it is recommended that the main office remain in the State House.

At the Fair Grounds the department occupied 2600 Sq. Ft. office space, in addition to storage space at the Fair Grounds.

They require the use of a board room frequently.

Present Area in the State House: 2600 Sq. Ft.

This seems to be adequate.

STATE LIBRARY OF IOWA



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