
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GOV. MUSGROVE
FROM: ERICH HOWARD
SUBJECT: CAPITOL OFFICE PROGRESS
DATE: 10/5/2001
CC: BILL RENICK
FELICIA GAVIN

Attached are preliminary plans for use of the remaining office space in the Capitol. The plans have been drawn to approximate scale. The names, which appear on the furniture drawings, are the current location of the piece of furniture.

In each of these plans, the receptionist will be placed in the hallway outside the front door and opposite security. Two chairs will be placed in the area directly across from the front doors. The current receptionist desk will not disassemble into two separate desks. Also the current desk would require too much space and could violate ADA. Surplus property should be contacted to inquire about a smaller desk for the hallway.

Reception: Both plans for the reception include four desks with top (approx. 5'6" tall), four desk chairs, two side chairs, two barrister bookcases, one small copier and one large fax machine. The barrister bookcases will be used to house the Senate/House Journals and the MS Code.

Reception Plan #1 – This plan creates hallways to the Governor's Office and the two side offices. Each area becomes a self-contained office of two. It also places the fax machine and copier further away from sight.

Reception Plan #2 – This plan creates a hallway to the Governor's Office but not the two side offices. It does create a larger area behind the desks. The area will appear more open and larger. The fax machine and copier will be more in plain sight.

Marilyn Office and Hallway: With the size of the office there are not many possible variations. It is possible to place two desks with enough space to operate. The hallway can be utilized for file cabinets and the coffee machine. It is not clear where the Legislature is drawing the lines for their office space. I would not recommend leaving the hallway open. Leaving the doors open would allow the Legislators and lobbyist to use it as a back door to ambush the Governor. Also, by blocking the door we might be able to utilize more space.

Bill Office: This office offers the most possibilities for the press office. All plans include three desks, three desk chairs, two side chairs and one filing cabinet. All plans also block the door to the Governor's Office. Noting that everyone else has another office that they can work from, we have tried to provide as much work space for the press office as possible. Extra space is also needed for the 21" monitor on Wes' desk. Initial planning has the three TV/VCRs on top of the desks. Cable TV access has yet to be determined.

The question exists whether or not the COS secretary's office will be available for our use or not. Two of the plans for the press office block the door leading to that office. All of the office plans have addressed furniture

and staff but not supplies. There has not been a place established for the file cabinets, mail machine, large copier or podium. The COS secretary office with its size limits can be used for storage and work area (i.e. mail, copier)

Bill Office Plan #1 – This plan allows use of the door to the COS secretary office. Two staff members have their back to the door and one faces the door.

Bill Office Plan #2 – This plan blocks the door to the COS secretary office. The two desks being back to back create two separate office areas.

Bill Office Plan #3- This plan blocks the door to the COS secretary office. All of the desks are placed in a corner. This creates a large open central area. It also allows for three full desks instead of two with returns and one straight desk.

Currently, the Governor's Office is looking at purchasing four workgroup hubs and four crossover cables. These will be needed to allow computer access. Estimated price: \$250.00.

We do not have an estimate on the cost of the labor and wiring from ITS for the phone and data line changes.

Two messages have been left with Bill Campbell (DFA) requesting the comparison of space between the 20th floor Sillers and 15th floor Woolfolk.