

Aiken County, Space Utilization Survey and Needs Assessment Analysis

Aiken, South Carolina

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Project Completed.....April 2007

In December 2006, Aiken County, South Carolina contracted with Chinn Planning, Inc., to develop a Space Utilization Survey and Needs Assessment Analysis for Aiken County. The needs assessment focused on County Administrative, Emergency Management and Operations, Magistrate Court and Court related functions, and the Health Department. These components of County government are housed in outdated County-Owned and leased facilities that are overcrowded.

As part of the study process, Chinn Planning, Inc. developed projections of future personnel for all of the Departments included in the study; established space standards for office, meeting and conference space; developed space requirements based on future personnel and space standards; assessed county owned versus leased facilities, and developed building and site concepts and cost estimates. Departments that were included in the study:

AIKEN COUNTY DEPARTMENTS

Administration

- County Council (Clerk, Chambers, & Legislative Delegation)
- County Administration
- Finance
- Information Technology
- Assessor
- Tax Collector
- Treasurer
- Auditor
- RMC
- Planning and Development
- Public Works/Engineering
- Environmental Health (Health Department)
- Parks Recreation and Tourism
- Elections/Voter Registration
- Veterans Affairs
- EMS Safety Program
- EMS Administration
- Emergency Operations Center (EOC)

Emergency Management Substation

- EMS Substation

Court and Court Related Services

- Magistrate
- Solicitor – Worthless Check Unit
- Solicitor – Juvenile Services
- South Carolina Department of Juvenile Justice
- Victim Advocate Services

Health Department

- Administration
- Vital Records/Appointing
- Clinical Services (Family, Child, TB, CRS)
- Medical Records
- WIC
- CRS/Baby Net

Storage (Off-Site)

- Records – Long-Term
 - Maintenance
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