

PRINT SHOP

OPERATION AND MISSION

The Print Shop supports other County functions as an in-house production printer and copier for letterhead, envelopes, and other materials produced on an as – needed basis. Because of convenience and use dedicated to the County, the Print Shop is a useful and efficient producer of typical office related materials. Color work and specialty printing are also handled by the Print Shop, but are frequently outsourced. Outsourcing also enables the Print Shop to manage peak demands with a stable staff and capacity.

INTERACTION AND ADJACENCIES

The Print Shop is available and accessed by virtually all of the administrative functions in County government.

FACTORS INFLUENCING CHANGE

Because of the ability to rely upon outside capacity, the Print Shop does not envision significant growth or change in the foreseeable future. Changes in printing and copying technologies should be monitored in order to insure adequate facilities support for functions.

SPECIAL NEEDS

- Utilities support for equipment
- Odor control for print chemicals
- Shipping/ receiving

CURRENT CONDITIONS

The Print Shop is currently located in the County Administration Building, where the central location and adequate space support this operation well.



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: Print Shop

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
Fac Ops Warehouse																
SPT SPACE																
Shop Area - 1 @ 1600	SHOP01600	Shop Area 1600 SF	1600	1.10	1	1,600	1,760	1	1,600	1,760	1	1,600	1,760	1	1,600	1,760
Flammable Storage	ST-FLAM008	Storage - Flam Locker 8SF	8	1.35	1	8	11	1	8	11	1	8	11	1	8	11
Pallet Storage	STOR00500	Storage Room 500 SF	500	1.20	1	500	600	1	500	600	1	500	600	1	500	600
		TOTAL:			3	2,108	2,371	3	2,108	2,371	3	2,108	2,371	3	2,108	2,371
STAFF - Print Shop																
6350.Print Office Coordinator. Grade 12	WS01	WS Typ. 01 53 SF	53	1.40	1	53	74	1	53	74	1	53	74	1	53	74
6390.Press Operator. Grade 13	WS01	WS Typ. 01 53 SF	53	1.40	1	53	74	1	53	74	1	53	74	1	53	74
5575.Print Supervisor. Grade 15	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		TOTAL:			3	195	273	3	195	273	3	195	273	3	195	273
		BUILDING TOTALS:				2,303	2,644		2,303	2,644		2,303	2,644		2,303	2,644
Contingency Space Allowance (1% per year)										132			264			397
TOTAL REQUIRED						2,303	2,644		2,303	2,776		2,303	2,908		2,303	3,040