DEPARTMENT LEGEND

- RECEPTION
- ADMINISTRATION
- ALTERATIONS & RESALES
- BLDG MAINTENANCE
- COMMON AREAS
- FINANCE/ACCOUNTING
- HUMAN RESOURCES
- IT DEPARTMENT
- LANDSCAPE
- MEMBER RECORDS
- MUTUALS BOARD OFFICE
- NEWS
- PUBLIC SAFETY
- RESIDENT SERVICES
- SUPPORT SPACES
- TRUST MAINTENANCE

PLAN LEGEND

- (E) WALL / PARTITION
- (E) SHEAR WALL
- PROPOSED PARTITION
- EXIT

RECEPTION

LOBBY	638 SF
RECEPTION DESK	420 SF
	1058 SF

ADMINISTRATION

GENERAL MGR	320 SF
EXEC. SERV. MGR + ADMIN. ASST.	291 SF
MAIL CLERK	126 SF
RECORDS RM.	219 SF
MAIL RM.	115 SF
	1071 SF

ALTERATIONS & RESALES

ALT./RESALES SUPV. + INSPECTORS	251 SF
ALT./RESALES COORD.	167 SF
ALT./RESALES STORAGE	181 SF
	599 SF

BLDG MAINTENANCE

MUTUAL OPS. DIR.	240 SF
SR. BLDG MAINT. MGR	176 SF
SR. BLDG MAINT. MGR	173 SF
BLDG MAINT. MGR	172 SF
BLDG MAINT. MGR	173 SF
BLDG MAINT. COORD. + ASST.	166 SF
	1099 SF

COMMON AREAS

MEETING RM. 1	282 SF
MEETING RM. 2	244 SF
BOARDROOM 1	774 SF
BOARDROOM 2	689 SF
KITCHENETTE	126 SF
BREAK RM.	228 SF
	2344 SF

FINANCE/ACCOUNTING

CFO	240 SF
CONTROLLER	176 SF
ACCOUNTING MGR	176 SF
CONTROLLER ASST.	141 SF
ACCOUNTING CUBICLES	1074 SF
ACCOUNTING STORAGE	105 SF
	1912 SF

HUMAN RESOURCES

HR SR. MGR	175 SF
HR GENERALIST	104 SF
HR ADMIN. ASST.	200 SF
HR GENERALIST	110 SF
HR TRAINING RM.	203 SF
	792 SF

IT DEPARTMENT

IT MGR	197 SF
SYSTEMS MGR	151 SF
IT OFC.	104 SF
IT SHARED OFC.	181 SF
	634 SF

LANDSCAPE

LDSCP MGR	176 SF
LDSCP SHARED OFC.	181 SF
	358 SF

MEMBER RECORDS

BUSINESS OPS MGR	174 SF
MEMBER RECORDS COORDINATORS	196 SF
WORK ORDER SPECIALISTS	399 SF
MEMBER RECORDS STORAGE	142 SF
	910 SF

MUTUALS BOARD OFFICE

MUTUALS MGR	163 SF
MUTUAL BOARDS COORDINATORS	352 SF
	515 SF

NEWS

NEWS DIR.	239 SF
NEWS OFC.	106 SF
NEWS OFC.	106 SF
NEWS OFC.	106 SF
NEWS OFC.	98 SF
NEWS OFC.	98 SF
NEWS CUBICLES	424 SF
NEWS WAREHOUSE	643 SF
NEWS MEETING	272 SF
	2093 SF

PUBLIC SAFETY

PUBLIC SAFETY MGR	176 SF
PUBLIC SAFETY DESK SERVICES	146 SF
	322 SF

RESIDENT SERVICES

COMM. SERV. DIR.	228 SF
COMM. SERV. SR. MGR	219 SF
CUSTODIAL MGR	178 SF
REC. MGR	178 SF
REC. STAFF CUBICLES	458 SF
RESIDENT SERVICES STORAGE	156 SF
	1416 SF

SUPPORT SPACES

COPY RM.	130 SF
COPY RM.	131 SF
IT ROOM	201 SF
WOMEN'S RR	234 SF
MEN'S RR	158 SF
RR	66 SF
RR	66 SF
	986 SF

TRUST MAINTENANCE

TRUST ASSET MGR	214 SF
TRUST MAINT. SUPERVISOR	127 SF
	341 SF

TOTAL PROGRAM AREA 15393 SF



1 FLOOR PLAN - PROGRAM LAYOUT
3/32" = 1'-0"

els
architecture+
urban design

PROJECT:

ROSSMOOR OFFICE RENOVATION

WALNUT CREEK, CA

PROJECT NUMBER:
202303

CLIENT:
GOLDEN RAIN FOUNDATION

PROJECT TEAM:

ARCHITECT:
ELS ARCHITECTURE AND URBAN DESIGN
2040 Addison Street
Berkeley, CA 94704
P: 510.549.2929

REVISION

NUMBER	DATE	DESCRIPTION

ISSUE:

DATE:
01/30/2024

STAMP:

NOT FOR CONSTRUCTION

SHEET TITLE:
SPACE PLANNING

SHEET NUMBER:
A200