



# City of Eustis

Building Department • 111 E. Orange Avenue

P.O. Drawer 68 • Eustis, FL 32727-0068 • 352-483-5462

Attn: Tom Carrino, City Manager  
10 N Grove Street  
Eustis, FL 32726

Re: Bank of America Building  
100 N Bay Street  
Eustis, FL 32726

Mr. Carrino,

The following preliminary Building Use Summary is based on general assumptions of the existing building square footage and the intended use by three City Departments and serves to estimate the percentage use of the building.

### Existing Building

The gross area of the existing two-story building is approximately 17,240 square feet. The first floor is approximately 9,674 square feet while the second floor is approximately 7,566 square feet due to the clerestory Atrium/Lobby space located on the northeast corner of the building.

Some design elements are unique to the character of the building while others are integral parts of the function of the building. The square footage of these areas would presumably remain as they are barring significant building renovations:

Two-story Atrium:	1,850 SF
Bank Vaults (2):	850 SF
Mechanical Rooms:	500 SF
Stairs/Elevator/Machine Room:	400 SF
Men's and Women's gang restrooms:	650 SF
<b>TOTAL</b>	<b>4,250 SF</b>

These inherent building elements account for approximately 24.6% of the gross building area.

### Intended Use by City Departments

Three city departments are being considered to occupy the building. They include the Building and Fire Safety Department, the Fire Department (Admin staff), and Events and Communication. As expected, the rooms and areas vary by department. The following is a summary of the anticipated space requirements of each department followed by the preliminary design program information for each department.

Building and Fire Safety Department	2,128 SF
Fire Department	1,581 SF
Events and Communication	3,421 SF
<b>TOTAL</b>	<b>7,130 SF</b>

The city departments account for approximately 41.4% of the gross building area.

#### Building and Fire Safety Department

<u>Room</u>	<u>Area</u>	<u>QTY</u>	<u>Total</u>
Reception	250 SF	1	250 SF
Director Office	225 SF	1	225 SF
Office	125 SF	5	625 SF
Conference Room	250 SF	1	250 SF
Break Area	150 SF	1	150 SF
Copy/Workroom	100 SF	1	100 SF
Storage	250 SF	1	250 SF
Subtotal			1,850 SF
Corridors/Walls (15%)			278 SF
Department Total			2,128 SF

#### Fire Department

<u>Room</u>	<u>Area</u>	<u>QTY</u>	<u>Total</u>
Reception	150 SF	1	150 SF
Director Office	225 SF	1	225 SF
Office	125 SF	4	500 SF
Conference Room	250 SF	1	250 SF
Break Area	150 SF	1	150 SF
Copy/Workroom	100 SF	1	100 SF
Subtotal			1,375 SF
Corridors/Walls (15%)			206 SF
Department Total			1,581 SF

#### Events & Communication

<u>Room</u>	<u>Area</u>	<u>QTY</u>	<u>Total</u>
Reception	150 SF	1	250 SF
Director Office	225 SF	1	225 SF
Office	125 SF	8	625 SF
Conference Room	250 SF	1	250 SF
Break Area	150 SF	1	150 SF
Copy/Workroom	100 SF	1	100 SF
Storage**	1,100 SF	1	1,100 SF
Subtotal			2,975 SF
Corridors/Walls (15%)			446 SF
Department Total			3,421 SF

### Summary

The total gross building area is approximately 17,240 square feet and the combined total for the inherent building elements and the intended use by the three departments is approximately 11,380 square feet which would use approximately 66.0% of the total area of the building.

\*\* Note: Events currently rents approximately 300 SF of off-site storage space. This area is included in the total estimated storage area proposed for Events which would eliminate that recurring rental expense moving forward.

If you have any further questions or if any clarifications are needed, please do not hesitate to ask.

Thank you,

**PHILIP RAPALJE**

Philip Rapalje  
Deputy Building Official  
City of Eustis