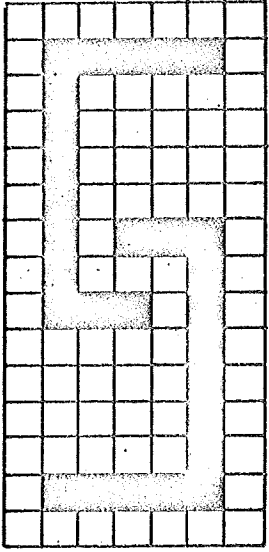


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SPACE USE REPORT

STATE OF MAINE
THE STATE HOUSE

AUGUSTA

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REPORT A
of
STUDY TO DETERMINE
THE IDEAL USE OF SPACE
in the
STATE HOUSE
STATE OF MAINE

Prepared
March 15, 1967
by
BERNARD SOEP ASSOCIATES

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INTRODUCTION

For some time the State of Maine has been aware of the need for adequate working space for the offices of State Government. This has been caused by the expanding role of government, the increasing services for the citizens of the state, and the demands created by the information explosion.

Government more and more is taking on the aspects of big business. This puts the government office in direct competition with business in the search for top flight personnel.

The State House should be used for the Executive and Legislative branches of the State Government and their affiliated and/or supporting departments. Because of the need for space by other agencies, it has been impossible to maintain this concept. Consequently the State House has become part Office Building, part Natural History Museum, and part Library, making it impossible to fulfill adequately the needs of the Executive and Legislative branches.

In 1966 the Legislature in its wisdom paved the way for the construction of the Maine State Cultural Building which will house the Museum, Library, and Archives now located in the State House. It then became possible to reassess the State House space.

This Report, continuing in greater detail and length than the Preliminary Report presented to the Legislative Research Committee on February 17, 1966, constitutes the first phase of a study to determine the ideal use of space in the State House through 1980. It comments on the condition of the building and suggests improvements. Most important, it analyzes the logistics of the relocation of all State House occupants in order to assure a smooth transition into their improved department locations.

METHODS

1. Met with officials of the State of Maine and the Director of Bureau of Public Improvements.

Mr. Bates (Director of Public Improvements) was selected as coordinator of the program.

Schedules of interviews were prepared.

2. Obtained plans of the building.

Reviewed building structural history with staff of Bureau of Public Improvements.

Physically surveyed the State House.

Prepared a corrected set of plans reflecting existing conditions.

3. Interviewed all key personnel, selected legislators, and designated personnel in the State House and affiliated offices.

Analyzed present and future requirements in personnel, furniture, and equipment.

Studied work flow, traffic patterns, department adjacencies, and communications.

Circulated special requirement room questionnaire.

4. Inventory was taken of all furniture and equipment now being used in all areas of the State House with the exception of the Senate and House Chambers. Coded labels have

been affixed to all furniture and equipment. These code numbers have been recorded by category stating style, size, color, and condition.

DETERMINATION OF LOCATION
REPORT A
DETERMINATION OF SPACE USE IN THE
STATE HOUSE THROUGH 1980

Interviews and surveys have been completed and the information gained has been carefully sorted and analyzed.

Each legislative branch, agency, commission, department, and/or service area occupying the State House at the present time has been appraised with one goal in mind..."To determine the ideal use of space in the State House of the State of Maine through 1980 consistent with its laws, philosophy, and historical significance."

In order to accomplish this goal, the following should be done:

- A. Move as soon as practicable to locations outside the State House:
 - Public Utilities Commission
 - Archives
 - Maine State Library
 - Museum
- B. Relocate in the space made available by the removal of the aforementioned departments:
 - Executive
 - Secretary of State
 - Attorney General

Law Library

House of Representatives Offices

Senate Offices

Legislative Research Committee

Legislative Finance Office

This relocation will provide improvements in function and efficiency as well as accommodate future growth.

C. Relocate and/or improve the following existing facilities:

Legislative Post Office

Building Maintenance Department

Radio News Media

Press

Constituents Meeting Area

D. Add the following necessary facilities:

Reception and Information

First Aid Room

Lounge and Eating Area

Hearing Rooms

Television Interview Room

Legislative Agents Room

Visitors Room

CHRONOLOGY OF MOVES TO EFFECTUATE
THE RELOCATION OF DEPARTMENTS
TO BE HOUSED IN THE STATE HOUSE
TO 1980

INTRODUCTION

The Departments to be moved from the State House and relocated in other quarters are:

1. Public Utilities Commission
2. Maine State Library (Law Library not included)
3. Museum
4. Archives.

When these Departments have been relocated, the vacated space will allow for an orderly rearrangement of the total space to fulfill the recommendations presented in this Report.

However, as is often the case, all of the Departments to be moved cannot be moved at the same time. In fact, information available at the present time predicts a possible spread of three to five years before the final relocation can be accomplished.

For that reason, some interim moves have been planned. The Departments involved will function well in these temporary locations but no attempt will be made to refurbish the areas other than for comfort and maintenance.

The schedule for the moves will be found in the section entitled "Table of Chronology of Moves."

CHRONOLOGY OF MOVES TO EFFECTUATE
 THE RELOCATION OF DEPARTMENTS
 TO BE HOUSED IN THE STATE HOUSE
 TO 1980

TABLE OF EXISTING SPACE USE PLANS

FLOOR	PLATE
FIRST (1)	I
SECOND (2)	III
THIRD (3)	VI
FOURTH (4)	IX

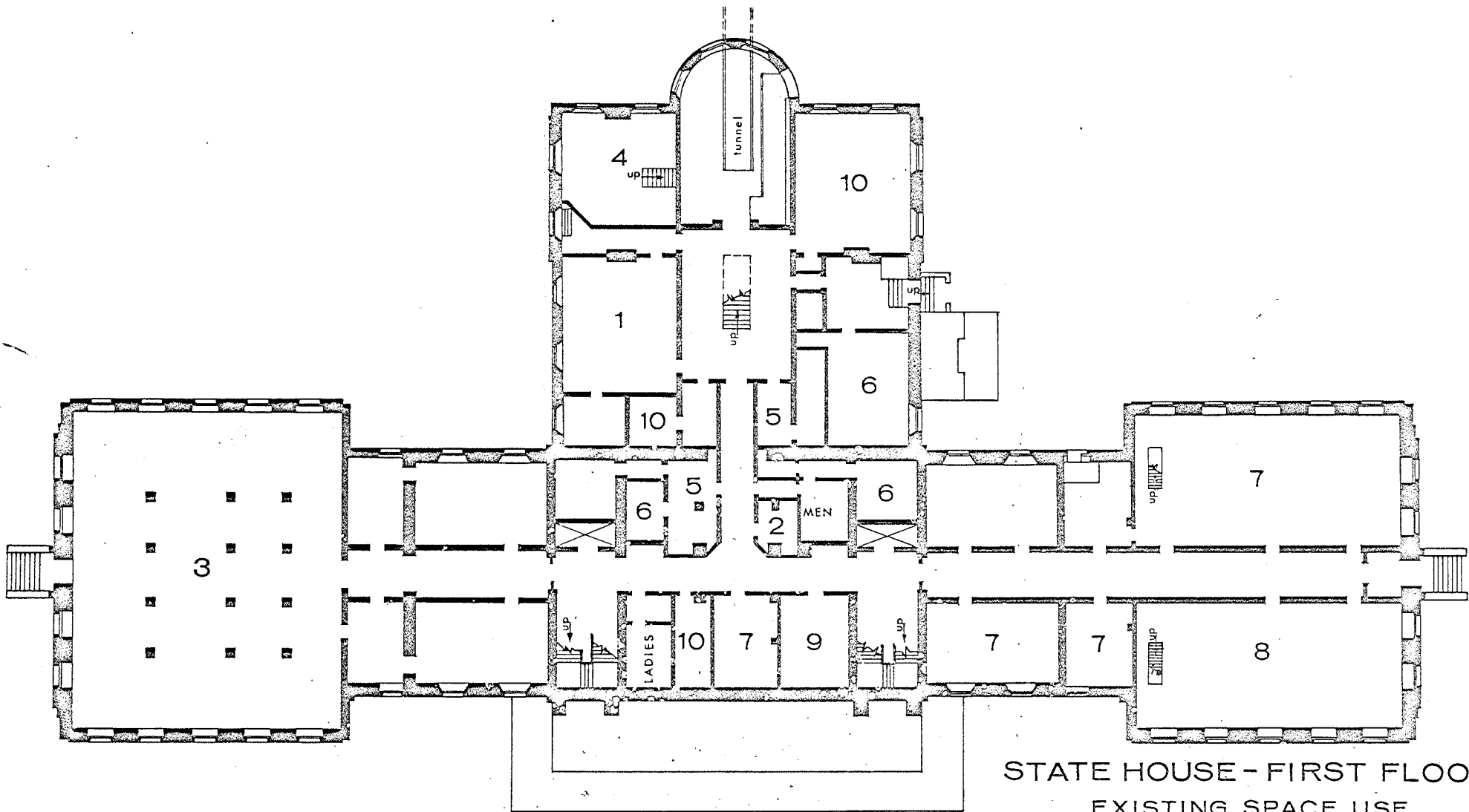
TABLE OF CHRONOLOGY OF MOVES

MOVE	PLATE
One Removal of the Public Utilities Commission from the Fourth Floor to Quarters outside the State House	
Two Relocate Secretary of State (Election Divi- sion excepted) from Second Floor to Fourth Floor as an interim move	X
Election Division to remain on First Floor	I
Relocate Senate Retiring Room from Fourth Floor to Fourth Floor	X
Relocate Senate Steno Room from Fourth Floor to Fourth Floor	X

MOVE		PLATE
Two	Add Lounge Area, Fourth Floor	X
	Add Lady Senators' Retiring Room, Fourth Floor	X
	Add First Aid Room, Fourth Floor	X
Three	Relocate Governor from Third Floor to Second Floor	IV
	Relocate Executive Staff from Second and Third Floors to Second Floor	IV
	Relocate Executive Council from Third Floor to Second Floor	IV
	Expand Attorney General Facilities on Second Floor	IV
	Add Reception and Information Area, Second Floor	IV
Four	Relocate Senate Office from Third Floor to Third Floor. These include:	
	Senate President	VII
	Secretary of the Senate	VII
	Senate Majority Leader	VII
	Senate Minority Floor Leader	VII
	Senate Sergeant at Arms	VII
	Senate Pages	VII

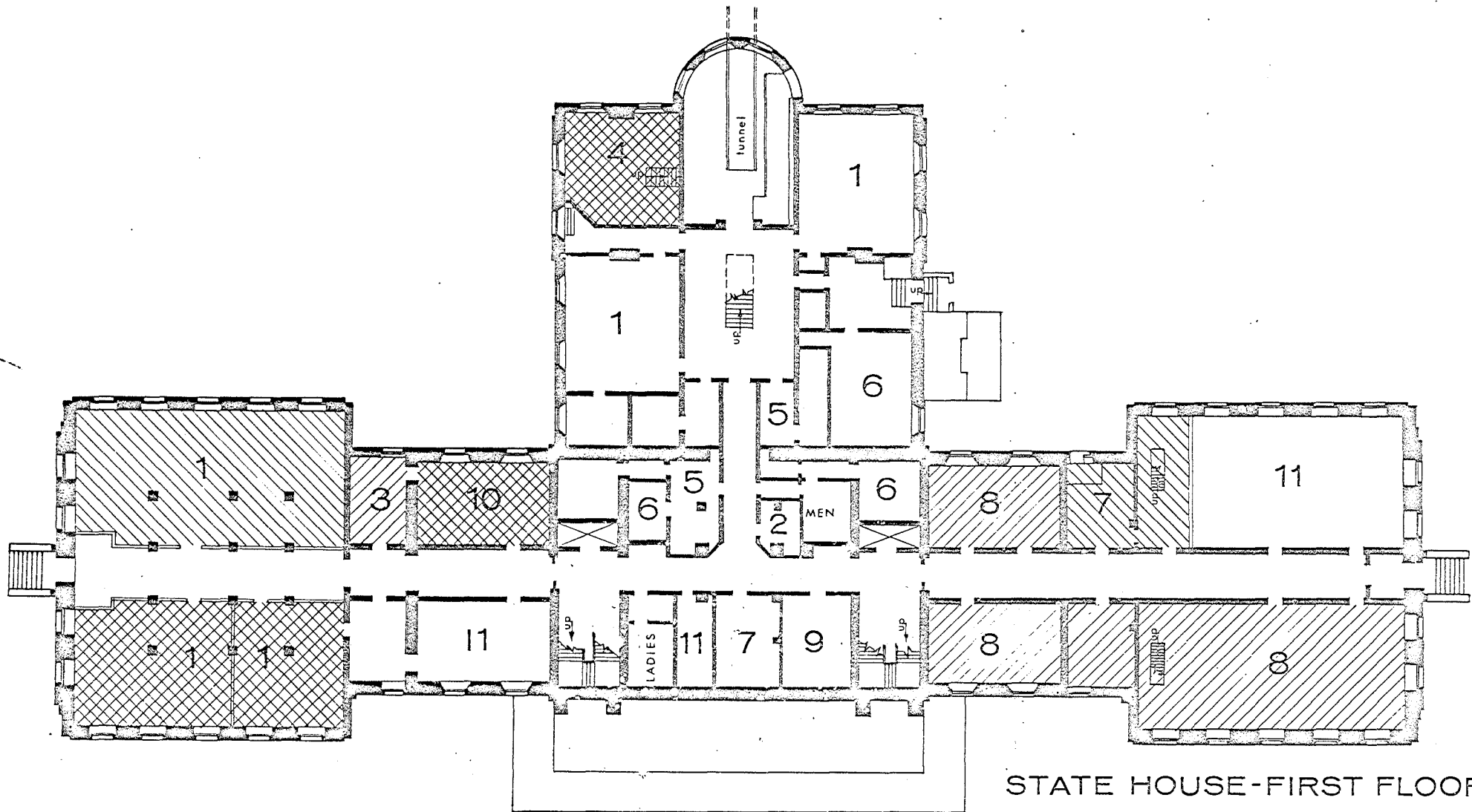
MOVE		PLATE
Four	Add Visitors' Room, Third Floor	VII
	Add Legislative Agents' Room, Third Floor	VII
	Relocate Legislative Post Office from Third Floor to Third Floor	VII
	Relocate House Sergeant at Arms and House Reporters from Third Floor to Third Floor	VII
	Improve Constituents' Visiting Area, Third Floor	VII
Five	Removal of Museum, First Floor, Maine State Library, First and Second Floors, Archives, Fourth Floor, to Quarters outside the State House	
Six	Relocate Legislative and Law Library from First Floor to First and Second Floors	V
	Relocate the Office of Attorney General from Second Floor to First Floor	II
	Relocate Large Hearing Room from Second Floor to First Floor	II
	Add Two Hearing Rooms, First Floor	II
	Relocate Secretary of State from Fourth Floor, and Secretary of State Records from First Floor, both to Second Floor	V

MOVE		PLATE
Six	Relocate Legislative Committee Clerks from Second Floor to Fourth Floor	XI
	Relocate Secretary of State Election Division from First Floor to Second Floor	V
	Relocate Radio News from Fourth Floor to First Floor	II
	Add Television Interview Room, First Floor	II
	Add Locker and Lounge for Building Maintenance Personnel, First Floor	II
Seven	Relocate Judicial Hearing Room from Third Floor to Fourth Floor	XI
	Add Two Hearing Rooms, Fourth Floor	XI
	Expand Press Quarters, Fourth Floor	XI
Eight	Expand Legislative Research Committee and Legislative Finance Committee, Third Floor	VIII



STATE HOUSE - FIRST FLOOR
EXISTING SPACE USE





- 1. HEARING ROOM
- 2. REFRESHMENT STAND
- 3. MUSEUM
- 4. SECRETARY OF STATE
- 5. BUILDING MAINTENANCE
- 6. BUILDING EQUIPMENT
- 7. STATE LIBRARY
- 8. LAW LIBRARY
- 9. CLOAK ROOM
- 10. SECRETARY OF STATE-ELECTION DIVISION



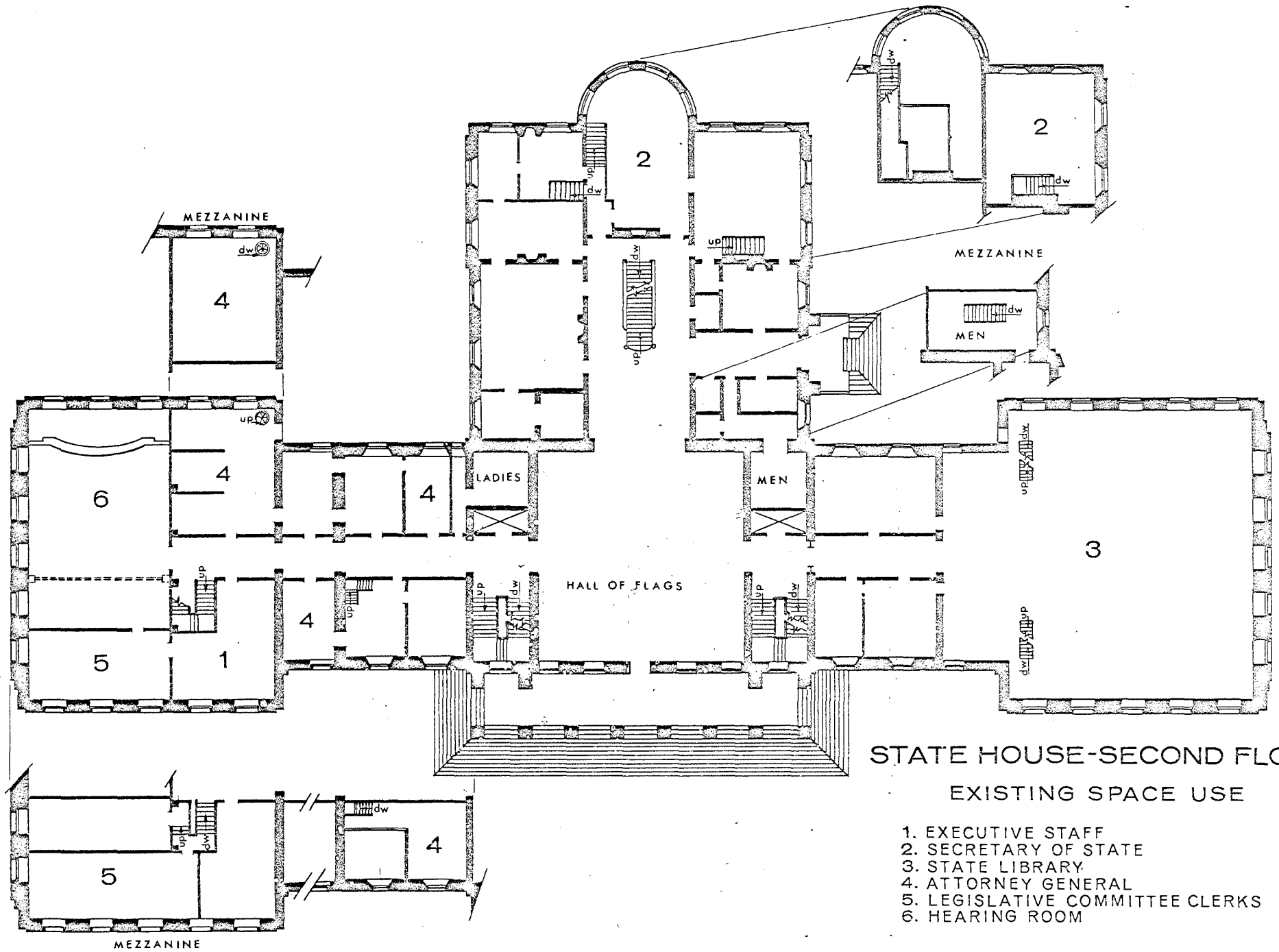
STATE HOUSE-FIRST FLOOR
SPACE ALLOCATIONS

- 1. HEARING ROOMS
- 2. REFRESHMENT STAND
- 3. RADIO NEWS
- 4. BUILDING MAINTENANCE LOUNGE
- 5. BUILDING MAINTENANCE
- 6. BUILDING EQUIPMENT
- 7. LAW LIBRARY - SHIPPING
- 8. ATTORNEY GENERAL
- 9. CLOAK ROOM
- 10. T.V. INTERVIEW ROOM
- 11. UNASSIGNED

LEGEND

-  RELOCATED
-  REMAINING
-  NEW FACILITY
-  REMOVE

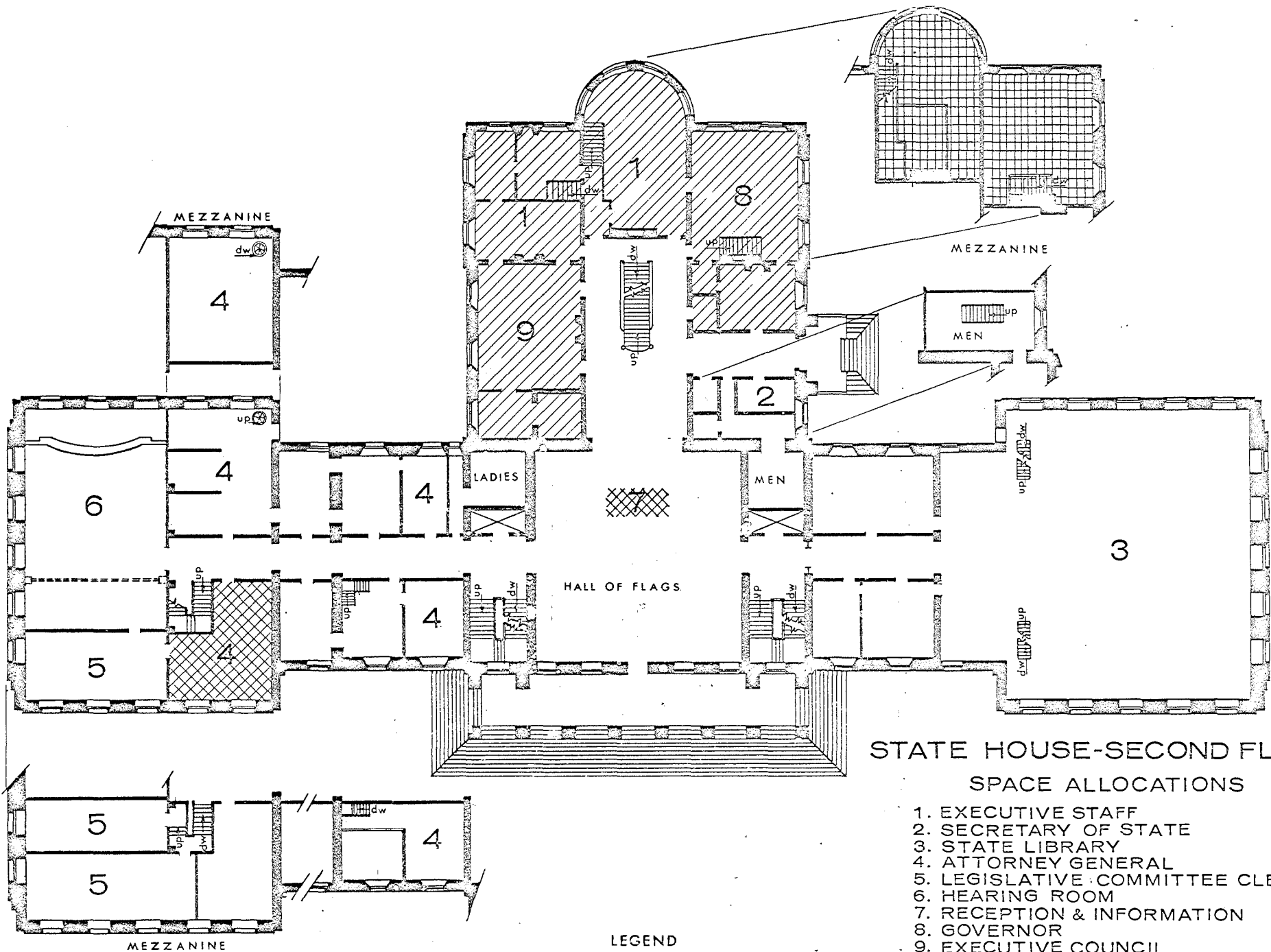
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STATE HOUSE-SECOND FLOOR

EXISTING SPACE USE





- 1. EXECUTIVE STAFF
- 2. SECRETARY OF STATE
- 3. STATE LIBRARY
- 4. ATTORNEY GENERAL
- 5. LEGISLATIVE COMMITTEE CLERKS
- 6. HEARING ROOM



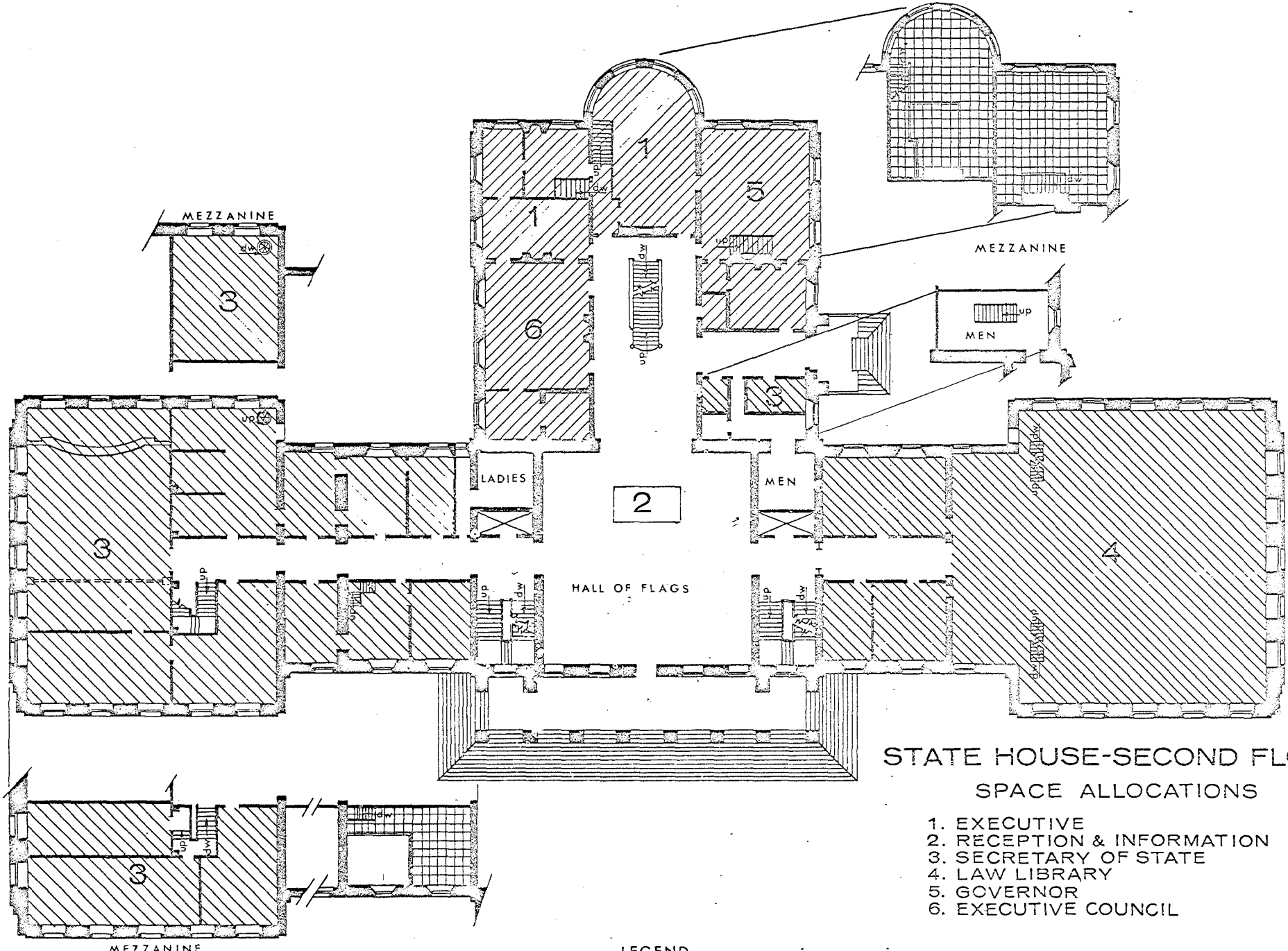
STATE HOUSE-SECOND FLOOR
SPACE ALLOCATIONS

1. EXECUTIVE STAFF
2. SECRETARY OF STATE
3. STATE LIBRARY
4. ATTORNEY GENERAL
5. LEGISLATIVE COMMITTEE CLERKS
6. HEARING ROOM
7. RECEPTION & INFORMATION
8. GOVERNOR
9. EXECUTIVE COUNCIL

LEGEND

-  RELOCATED
-  REMAINING
-  NEW FACILITY
-  REMOVE





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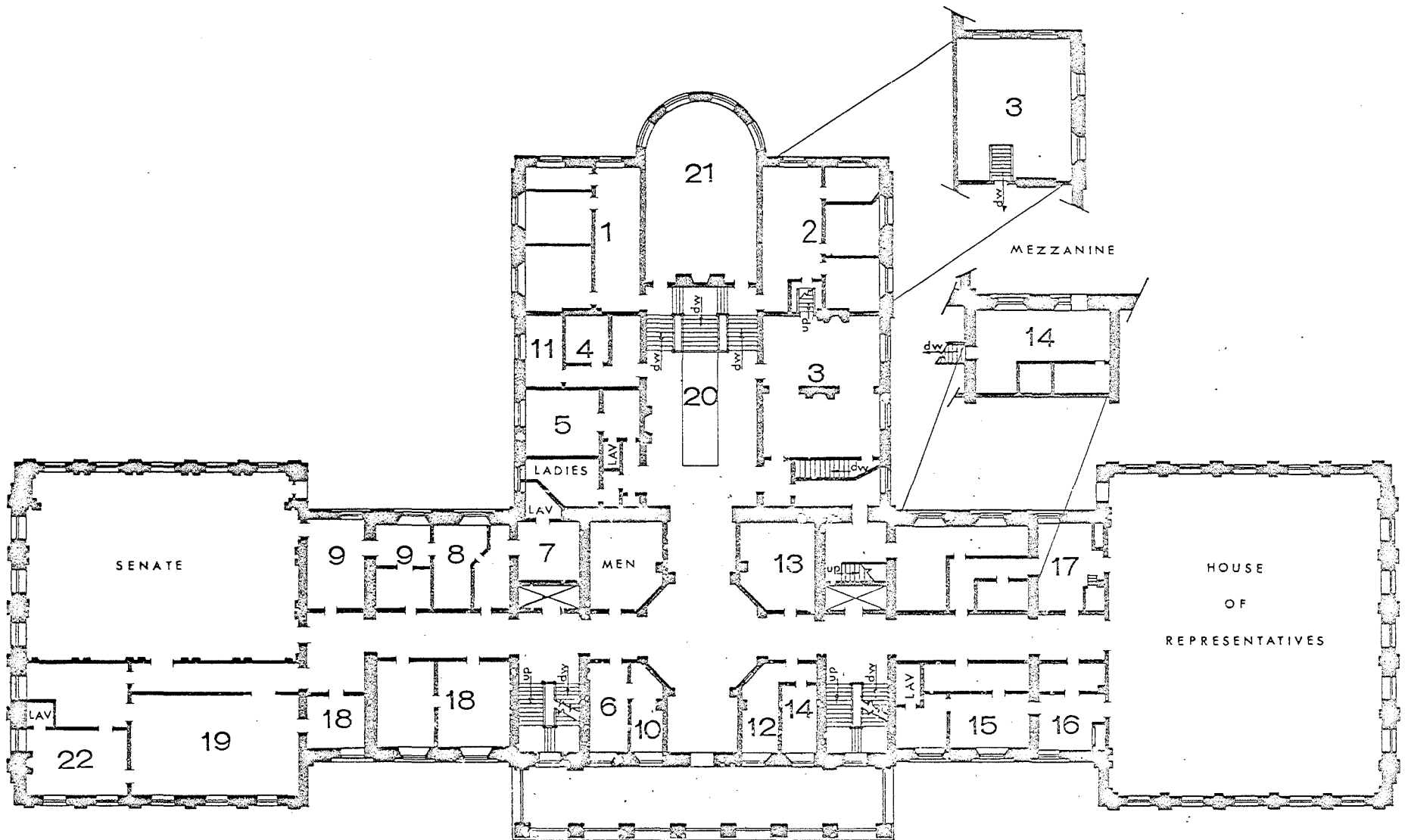
STATE HOUSE-SECOND FLOOR
SPACE ALLOCATIONS

- 1. EXECUTIVE
- 2. RECEPTION & INFORMATION
- 3. SECRETARY OF STATE
- 4. LAW LIBRARY
- 5. GOVERNOR
- 6. EXECUTIVE COUNCIL

LEGEND

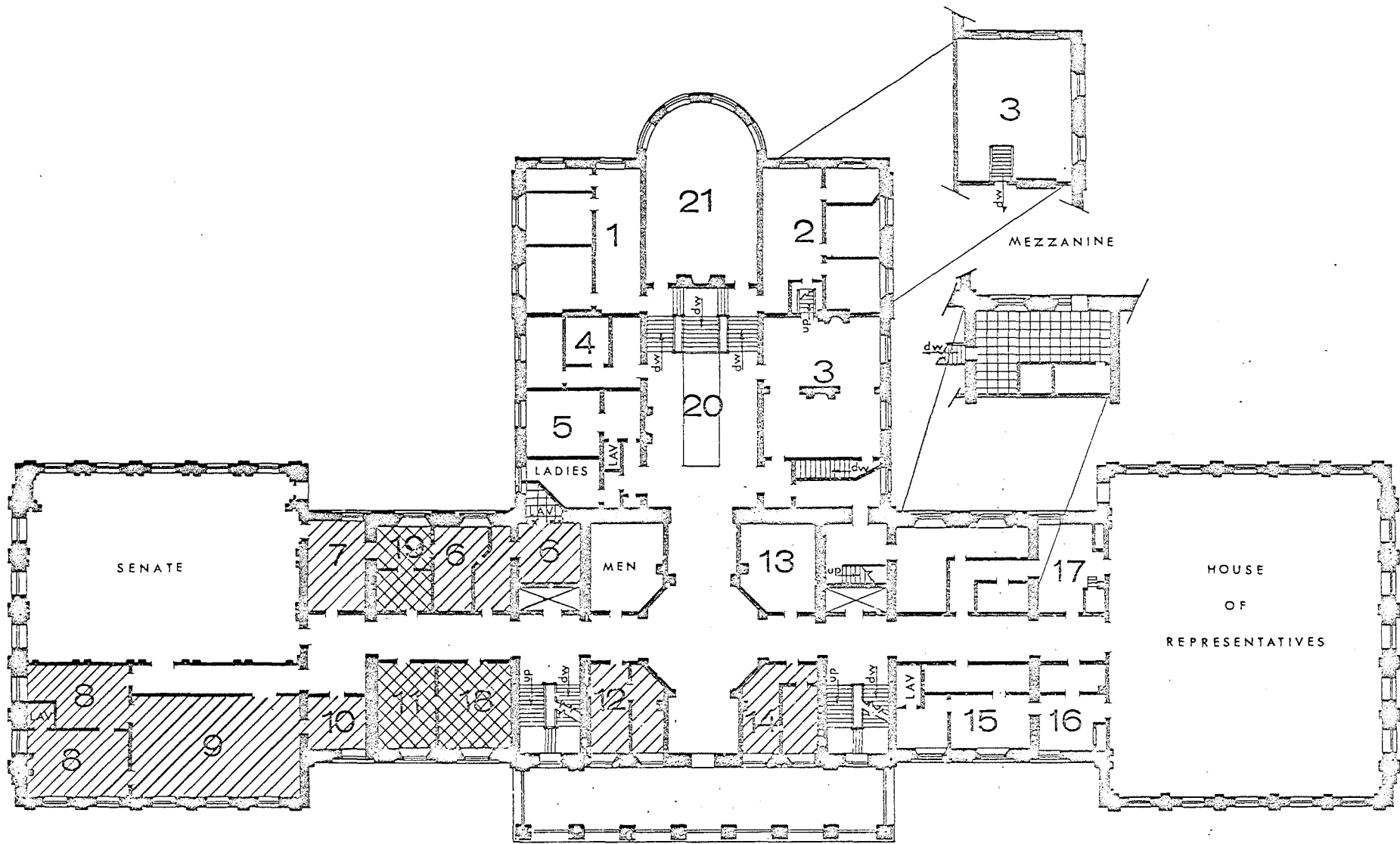
	RELOCATED
	REMAINING
	NEW FACILITY
	REMOVE

EXISTING PARTITIONS SHOWN FOR REFERENCE ONLY







STATE HOUSE-THIRD FLOOR
EXISTING SPACE USE

- | | |
|-------------------------------------|--|
| 1. LEGISLATIVE FINANCE OFFICE | 12. LEGISLATIVE POST OFFICE |
| 2. LEGISLATIVE RESEARCH COMMITTEE | 13. DOCUMENT ROOM |
| 3. LEGISLATORS RETIRING ROOM | 14. SERGEANT AT ARMS & HOUSE REPORTERS |
| 4. HOUSE MINORITY FLOOR LEADER | 15. SPEAKER OF THE HOUSE |
| 5. WOMEN LEGISLATORS' RETIRING ROOM | 16. HOUSE MAJORITY LEADER |
| 6. SENATE SERGEANT AT ARMS | 17. CLERK OF THE HOUSE |
| 7. SENATE MAJORITY LEADER | 18. EXECUTIVE STAFF |
| 8. SENATE PRESIDENT | 19. EXECUTIVE COUNCIL |
| 9. SECRETARY OF THE SENATE | 20. CONSTITUENTS VISITING AREA |
| 10. SENATE PAGES | 21. JUDICIAL HEARING ROOM |
| 11. SENATE MINORITY FLOOR LEADER | 22. GOVERNOR |

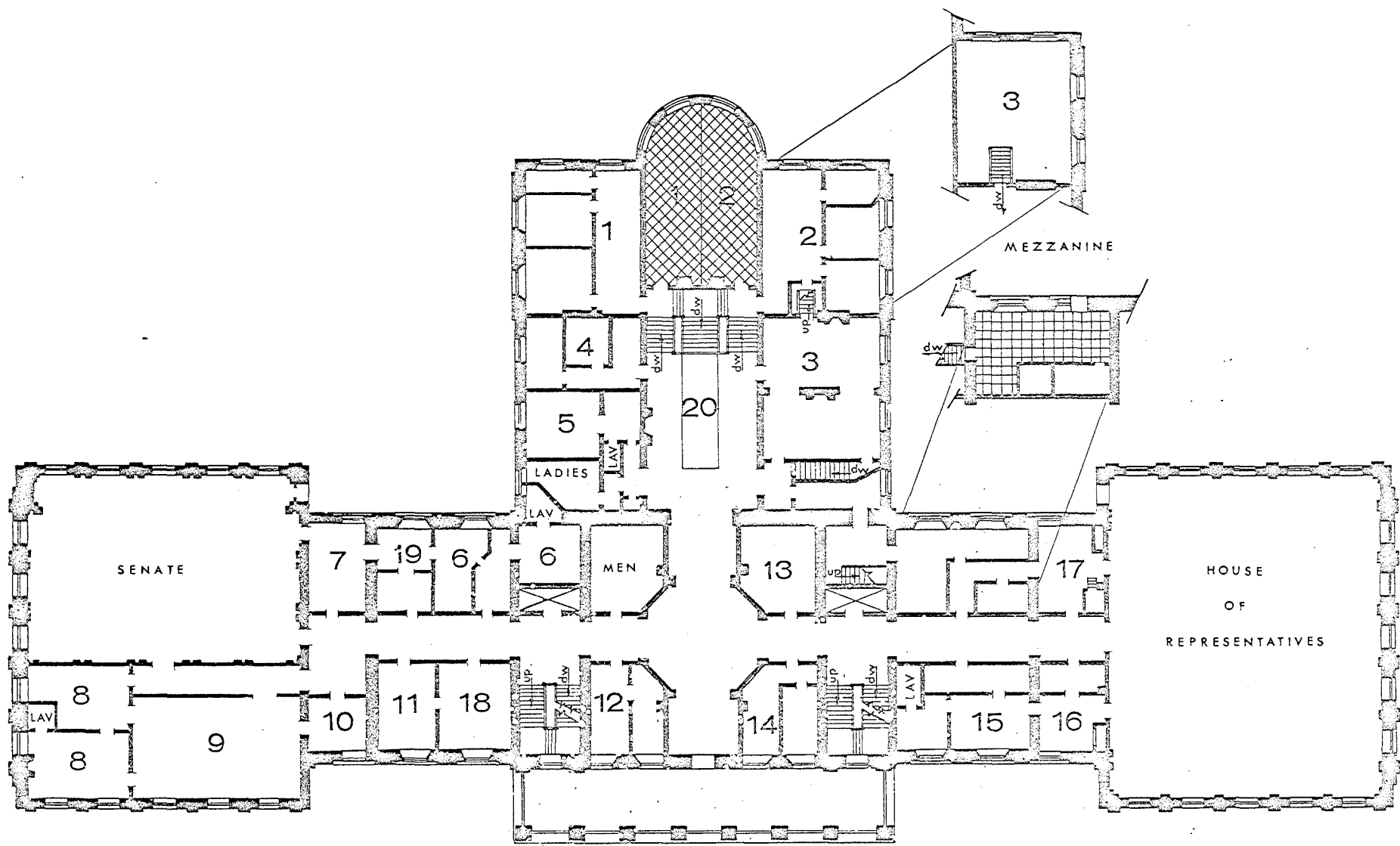


STATE HOUSE-THIRD FLOOR
SPACE ALLOCATIONS

- LEGEND**
-  RELOCATED
 -  REMAINING
 -  NEW FACILITY
 -  REMOVE

- | | |
|---------------------------------------|--|
| 1. LEGISLATIVE FINANCE OFFICE | 11. SENATE MINORITY FLOOR LEADER |
| 2. LEGISLATIVE RESEARCH COMMITTEE | 12. LEGISLATIVE POST OFFICE |
| 3. LEGISLATORS RETIRING ROOM | 13. DOCUMENT ROOM |
| 4. HOUSE MINORITY FLOOR LEADER | 14. SERGEANT AT ARMS & HOUSE REPORTERS |
| 5. WOMEN LEGISLATORS' RETIRING ROOM | 15. SPEAKER OF THE HOUSE |
| 6. SENATE SERGEANT AT ARMS & SUPPLIES | 16. HOUSE MAJORITY FLOOR LEADER |
| 7. SENATE MAJORITY LEADER | 17. CLERK OF THE HOUSE |
| 8. SENATE PRESIDENT | 18. LEGISLATIVE AGENTS ROOM |
| 9. SECRETARY OF THE SENATE & STAFF | 19. VISITORS ROOM |
| 10. SENATE PAGES | 20. CONSTITUENTS VISITING AREA |
| | 21. JUDICIAL HEARING ROOM |

EXISTING PARTITIONS SHOWN FOR REFERENCE ONLY

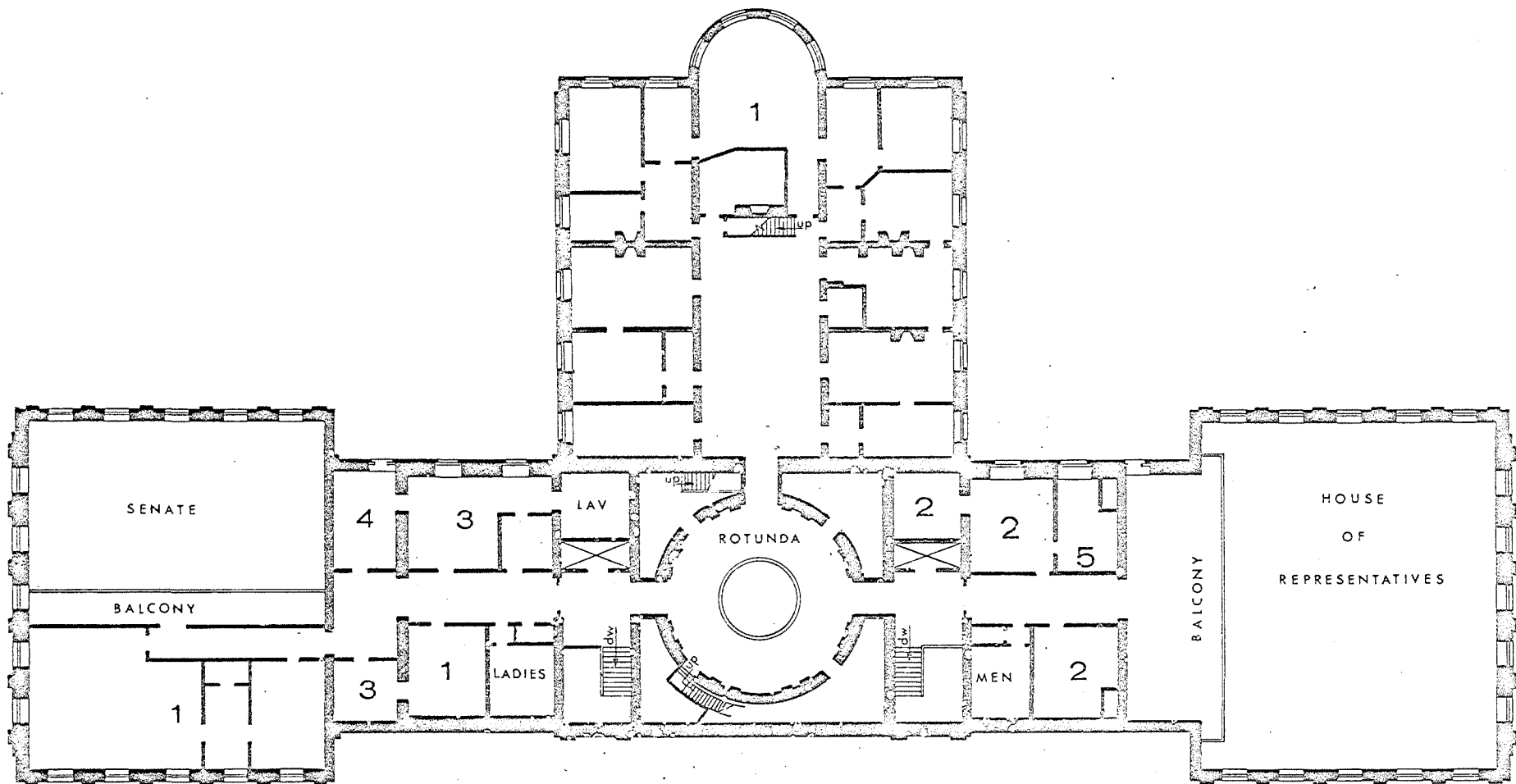


**STATE HOUSE - THIRD FLOOR
SPACE ALLOCATIONS**

- LEGEND**
-  RELOCATED
 -  REMAINING
 -  NEW FACILITY
 -  REMOVE

- | | |
|---------------------------------------|--|
| 1. LEGISLATIVE FINANCE OFFICE | 11. SENATE MINORITY FLOOR LEADER |
| 2. LEGISLATIVE RESEARCH COMMITTEE | 12. LEGISLATIVE POST OFFICE |
| 3. LEGISLATORS RETIRING ROOM | 13. DOCUMENT ROOM |
| 4. HOUSE MINORITY FLOOR LEADER | 14. SERGEANT AT ARMS & HOUSE REPORTERS |
| 5. WOMEN LEGISLATORS' RETIRING ROOM | 15. SPEAKER OF THE HOUSE |
| 6. SENATE SERGEANT AT ARMS & SUPPLIES | 16. HOUSE MAJORITY LEADER |
| 7. SENATE MAJORITY LEADER | 17. CLERK OF THE HOUSE |
| 8. SENATE PRESIDENT | 18. LEGISLATIVE AGENTS ROOM |
| 9. SECRETARY OF THE SENATE & STAFF | 19. VISITORS ROOM |
| 10. SENATE PAGES | 20. CONSTITUENTS VISITING AREA |

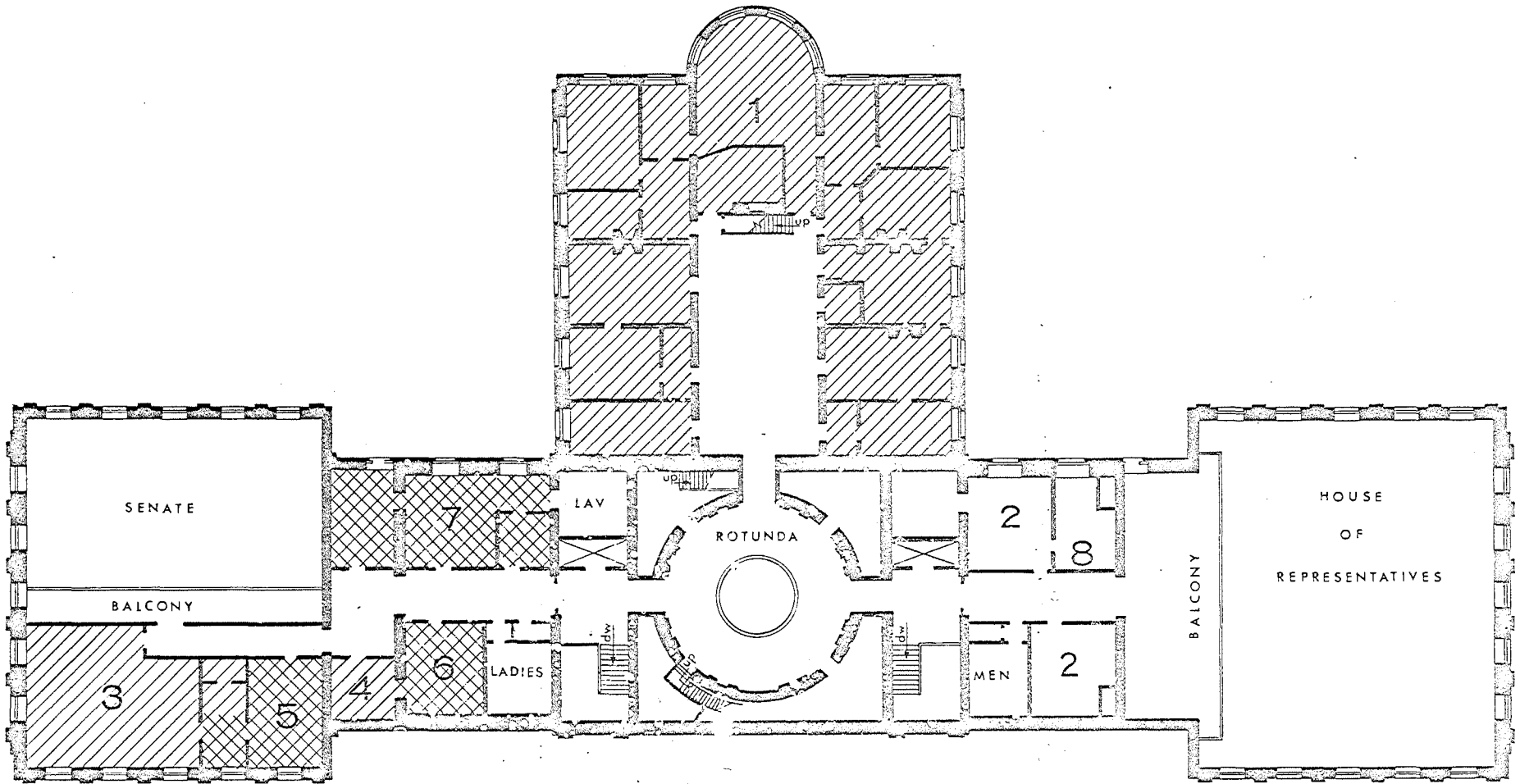
EXISTING PARTITIONS SHOWN FOR REFERENCE ONLY



STATE HOUSE -FOURTH FLOOR

EXISTING SPACE USE

1. PUBLIC UTILITIES COMMISSION
2. PRESS
3. SENATE RETIRING ROOM
4. SENATE STENO ROOM
5. RADIO NEWS



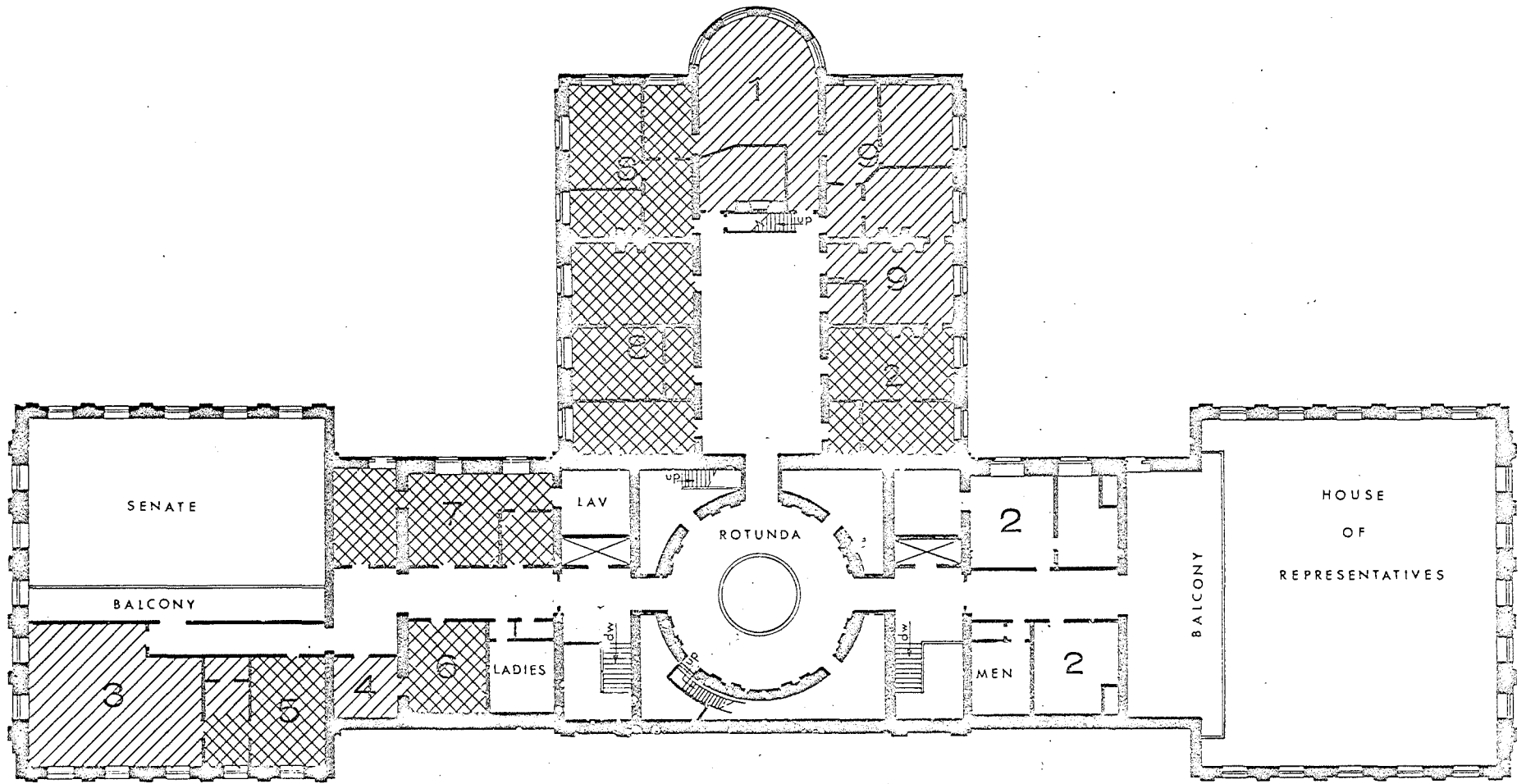
STATE HOUSE-FOURTH FLOOR SPACE ALLOCATIONS

1. SECRETARY OF STATE
2. PRESS
3. SENATE RETIRING ROOM
4. SENATE STENO ROOM
5. LADY SENATORS' RETIRING ROOM
6. FIRST AID ROOM
7. LOUNGE
8. RADIO NEWS

LEGEND





- | | |
|--|--------------|
| | RELOCATED |
| | REMAINING |
| | NEW FACILITY |
| | REMOVE |

EXISTING PARTITIONS SHOWN FOR REFERENCE ONLY



STATE HOUSE-FOURTH FLOOR
SPACE ALLOCATIONS

- 1. JUDICIAL HEARING ROOM
- 2. PRESS
- 3. SENATE RETIRING ROOM
- 4. SENATE STENO ROOM
- 5. LADY SENATORS' RETIRING ROOM
- 6. FIRST AID ROOM
- 7. LOUNGE
- 8. HEARING ROOMS
- 9. LEGISLATIVE COMMITTEE CLERKS

- LEGEND
-  RELOCATED
 -  REMAINING
 -  NEW FACILITY
 -  REMOVE

EXISTING PARTITIONS SHOWN FOR REFERENCE ONLY

RELOCATION—REMOVAL AND REASONING

The CHRONOLOGY OF MOVES shows clearly the stages of the total relocation.

This section studies each move and gives the reasoning behind each decision.

MOVE ONE—REMOVAL OF THE PUBLIC UTILITIES COMMISSION FROM THE FOURTH FLOOR TO QUARTERS OUTSIDE THE STATE HOUSE.

The Public Utilities Commission is poorly situated at present. Its location on the Fourth Floor in badly organized space does not lend itself to a functional layout. The Transportation Division, for instance, deals with the public and handles cash transactions for 10,000 to 25,000 license plates per year. This Division should be located near a public entrance.

The Water Resources Division (U. S. Geological Survey) is housed at the present time in the Vickery and Hill Building and requires more space. This Division could operate more efficiently if it were part of the Public Utilities Commission complex.

The Motor Carrier Section has three meetings a month lasting two to three days with a large attendance that requires a meeting room. These meetings will increase in size and frequency over the next ten years.

The function of the Divisions of the Commission does not necessitate adjacency location with any other departments and does not depend on the services available in the State House.

The conclusion drawn from the above information is to remove the Public Utilities Commission from the State House and, combined with the Water Resources Division, locate the total Commission in a facility that will allow for efficient space use and planned growth.

The removal of Public Utilities Commission will make space available for Move Two.

MOVE TWO---RELOCATE SECRETARY OF STATE (ELECTION DIVISION EXCEPTED) FROM SECOND FLOOR TO FOURTH FLOOR AS AN INTERIM MOVE. ELECTION DIVISION TO REMAIN ON FIRST FLOOR.

This is an interim move in order to make space available to locate the Governor, the Executive Staff, and the Executive Council in the best location.

Upon completion of the relocation of all departments as outlined in the CHRONOLOGY OF MOVES, the Secretary of State will then be housed in permanent quarters on the Second Floor.

RELOCATE SENATE RETIRING ROOM FROM FOURTH FLOOR TO FOURTH FLOOR. RELOCATE SENATE STENO ROOM FROM FOURTH FLOOR TO FOURTH FLOOR.

In order to develop a lounge and vending machine snack bar, the

Senate Retiring Room and Steno Room have been moved to another location on the Fourth Floor.

ADD LOUNGE AREA, FOURTH FLOOR.

As stated above, a Lounge Area has been added. This will provide a resting and eating facility to service State House personnel. As recommended in the Preliminary Report under Finding No. 3, this can be policed by the Maintenance Staff and would eliminate the conglomeration of coffee makers, cake boxes, and other food containers throughout the building. The Fourth Floor location affords greater privacy than other areas and will enable those working at a great distance from the Cafeteria to obtain a quick snack.

ADD LADY SENATORS' RETIRING ROOM, FOURTH FLOOR.

Women Senators presently share space with Women Representatives. To be prepared for an increase in Women Legislators, this Senate Retiring Room has been added.

ADD FIRST AID ROOM, FOURTH FLOOR.

A First Aid Room should be out of the main traffic area but close to the peak building population. It should be near elevators, stairs, and lavatory facilities. This Fourth Floor location fulfills these requirements.

MOVE THREE—RELOCATE GOVERNOR FROM THIRD FLOOR TO SECOND FLOOR.

RELOCATE EXECUTIVE STAFF FROM SECOND AND THIRD FLOORS TO SECOND

FLOOR. RELOCATE EXECUTIVE COUNCIL FROM THIRD FLOOR TO SECOND FLOOR.

The Governor wears many hats and requires the type of organization that will allow him to do the job that each hat demands. Most important to a successful operation is the control of time and adequate space to function efficiently. He must deal fairly with those seeking an audience but must limit his appointments in order to see as many people as possible. There are many reasons why the Governor's present location in the State House is completely inadequate.

1. The Governor's office is in a poor location. He is unable to proceed from stair or elevator without being harrassed along the way by innumerable people.
2. The juxtaposition of his office to the Senate Chamber lessens the efficiency of the Governor and the Senate.
3. The lack of waiting area and the narrowness of the corridor dividing the Senate Chamber from the Governor's office makes it difficult to separate the Governor's guests from Senators or visitors to the Senate Chambers or Executive Council.
4. It is impossible for the Governor to enter or leave his office in privacy, which may be expedient at times.
5. The room is too small to connote the prestige that the

office demands.

6. The treatment and furnishings of the room are not in keeping with the prestige of the position.
7. The office does not lend itself to a layout suitable for meetings and other functions that must take place.
8. The Executive Staff's quarters are too small and are in unrelated locations.

Because of the above, the Governor, the Executive Staff, and the Executive Council have been located on the Second Floor. The building entrance adjacent to this Executive Complex, which also relates to Blaine House, will create a prestige entry for visiting V.I.P.'s. The layout will enable the Governor to communicate with his Executive Staff without leaving the Executive Council Chamber through his staff quarters. Visitors to the Executive Complex may enter through the Hall of Flags which adds an air of dignity to the approach. Visitors from the State Office Building can easily reach the Executive Complex from a single flight of stairs at the end of the tunnel.

The Governor's office should be of a size that will lend to a treatment and design that this high office demands. Adjacent to the office will be a Conference Room as requested that will enable the Governor to hold meetings in an environment suited

to today's methods.

The Executive Council Chamber is located adjacent to the Executive Staff but at a short distance from the Governor's Office. The Hall of Flags and the large corridor outside the Chamber is well suited as a waiting area for those having business before the Council.

EXPAND ATTORNEY GENERAL FACILITIES ON SECOND FLOOR.

The Attorney General will be relocated in a future move. At the present time he requires additional space to improve the working conditions.

The space made available by relocation of part of the Executive Staff makes it possible to fulfill this need.

ADD RECEPTION AND INFORMATION AREA, SECOND FLOOR.

In Finding No. 1 of the Preliminary Report, a recommendation for a Reception and Information Area was made, with sections for books and maps. The Bureau of Public Improvements agrees with the need for a Reception and Information Unit but prefers that it not be a branch of the Publicity Bureau with books and maps. We concur with this concept.

The Reception and Information Unit is located in the Hall of Flags and should be in keeping with the design of the area.

A Directory System should be developed as part of this installation and combined with a system throughout the Capitol complex.

MOVE FOUR—RELOCATE SENATE OFFICES FROM THIRD FLOOR TO THIRD FLOOR. THESE INCLUDE: SENATE PRESIDENT, SECRETARY OF THE SENATE, SENATE MAJORITY LEADER, SENATE MINORITY FLOOR LEADER, SENATE SERGEANT AT ARMS, SENATE PAGES.

The President of the Senate, Secretary of the Senate, Senate Majority Leader, Senate Minority Floor Leader, Senate Sergeant at Arms, Senate Pages, and the respective staffs are now situated in crowded, unrelated quarters.

They have all been relocated into a coordinated functional space grouping in the Senate wing. The President of the Senate being next in line to the Governor has been located in the office vacated by the Governor.

ADD VISITORS' ROOM, THIRD FLOOR.

This Room would be used by visitors to the Senate Sessions. It will give them a place to hang coats and also can be used for informal discussions.

ADD LEGISLATIVE AGENTS' ROOM, THIRD FLOOR.

The Legislative Agents do not now have a place to hang their hats.

These Agents are often former State officials and represent many of the leading industries in Maine. They should be able to meet without disturbing other occupants of the building.

RELOCATE LEGISLATIVE POST OFFICE FROM THIRD FLOOR TO THIRD FLOOR.

The volume of mail is increasing. By relocating the Post Office into larger quarters still convenient to the Legislators, the increase can be planned for efficiently. This will also allow for logical relocation of the House Reporters.

RELOCATE HOUSE SERGEANT AT ARMS AND HOUSE REPORTERS FROM THIRD FLOOR TO THIRD FLOOR.

The House Reports can be removed from a noisy balcony location to a private quiet area next to the Sergeant at Arms.

IMPROVE CONSTITUENTS' VISITING AREA, THIRD FLOOR.

This area presently exists. It should be planned with conversational groupings so that semi-private discussions can take place between the Legislator and his constituents.

MOVE FIVE—REMOVAL OF MUSEUM, FIRST FLOOR, MAINE STATE LIBRARY, FIRST AND SECOND FLOORS, ARCHIVES, FOURTH FLOOR, ALL TO QUARTERS OUTSIDE THE STATE HOUSE.

A decision to move these departments from the State House into a new Maine State Cultural Building had been made before the Space Study was undertaken. Based on our interviews and surveys, we heartily concur with this decision.

MOVE SIX—RELOCATE LEGISLATIVE AND LAW LIBRARY FROM FIRST FLOOR TO FIRST AND SECOND FLOORS.

At the present time the Law Library is in cramped space and is

unable to expand. Many volumes have been stored at the Vickery and Hill Building making it difficult for research and procurement. There is a need for additional law books and looseleaf catalogues.

The Attorney General's Law Library should be combined with the State Law Library for better coverage and control.

Additional equipment is needed as space will allow, and this requirement will increase as more sophisticated library and research methods are adopted in the future.

The number of personnel will increase to handle shipping and cataloguing, etc. when the Maine State Library moves out of the building. A Law Library must continually plan for increased growth.

Because of the above, the Legislative and Law Library should be relocated in the space vacated by the Maine State Library. This is a newly renovated area and is well situated and ideally suited for the need.

The Shipping Area and Book Repair Section will be retained on the First Floor.

RELOCATE THE OFFICE OF ATTORNEY GENERAL FROM SECOND FLOOR TO FIRST FLOOR.

Laws are the basis of government; and the interpretations of laws for those in the business of making or using them is one of the prime functions of the Office of the Attorney General.

For this reason, among others, the Office of Attorney General should be in close proximity to the Governor and the Legislators. The "Laws of the Land" are housed in the Law Library which is independent of the Attorney General's office. However the Law Library is continually used by the staff of the Attorney General and a location close to the Library would greatly facilitate the work of his office.

The Attorney General is often involved with situations requiring delicacy and privacy. The nature of the work performed requires concentration and a quiet atmosphere. There must be a minimum of disturbance both within and without the department.

To fulfill all of the above requirements, the office of the Attorney General should be located in the area vacated by the Law Library on the First Floor.

Surveys have shown, and the emphasis nationally on crime fighting portends, the continued growth of the department. The location selected allows for this growth.

RELOCATE LARGE HEARING ROOM FROM SECOND FLOOR TO FIRST FLOOR.

This relocation will make way for the move of the Secretary of State to the Second Floor.

ADD TWO HEARING ROOMS, FIRST FLOOR.

Use of Hearing Rooms will be discussed in a later section.

RELOCATE SECRETARY OF STATE FROM FOURTH FLOOR, AND SECRETARY OF STATE RECORDS FROM FIRST FLOOR, BOTH TO SECOND FLOOR. CONCURRENTLY RELOCATE LEGISLATIVE COMMITTEE CLERKS FROM SECOND FLOOR TO FOURTH FLOOR.

The Secretary of State is Secretary to the Governor and the Executive Council, Custodian of Legislative Records, issues commissions for public office, and supervises work of four divisions: 1) Motor Vehicles; 2) Corporations; 3) Elections; and 4) Archivists.

The Secretary of State in his myriad of duties deals with many state and constitutional officers and meets with all levels of the public. Officials of other states often have business with the Secretary of State. At present his office is not compatible with the image he must convey. The office is used for meetings and should be furnished to accommodate this function.

The relocation recommended for this department will enable the Secretary of State to have control over all of the divisions. The location is near the Governor's office, Executive Staff, and Executive Council Chamber.

The Motor Vehicle Division is located outside the State House and operates as an autonomous unit. All indications are that it will continue thus.

The Corporation Division is presently in inadequate space. The

Division has a continually expanding active file requirement. The relocation will give this Division adequate space and the feasibility to install a modern system of automatic files. Record Room. The records are located at the present time in an awkward room on the First Floor entered from the Second Floor. Many of these records should be taken over by the Archivist. Those that would remain would be moved to the Secretary of State Department on the Second Floor.

RELOCATE SECRETARY OF STATE ELECTION DIVISION FROM FIRST FLOOR TO SECOND FLOOR.

The Election Division is responsible for all details of Federal and State Elections. The Division is active throughout the year on all phases of voting and elections.

At the present time the ballot counting is done in quarters that must be vacated during legislative sessions. This causes confusion and breaks the continuity of work. The area is too small and security is poor. The relocation will give them a permanent area, with improved security, of sufficient size to handle their expanded needs. Having the total Election Division in one unit which will be adjacent to the Deputy Secretary of State who controls these records, will improve the function of the operation.

This relocation will create a Secretary of State Complex that will be efficient and enhance their public image.

RELOCATE RADIO NEWS FROM FOURTH FLOOR TO FIRST FLOOR. ADD TELEVISION-INTERVIEW ROOM, FIRST FLOOR.

The present news facilities on the Fourth Floor are crowded, noisy, and lack privacy. The growth of radio and television coverage and the increased use of taped interviews find the facilities completely inadequate. Movement of television equipment throughout the building causes confusion. At present, radio interviews and broadcasts are held in the Press Room housing noisy wire service equipment.

The relocation of the Radio News Room to the First Floor would give the quiet and privacy needed for interviewing and broadcasting with adjacency to the Hearing Rooms for special broadcasts.

The addition of a Television Interview Room would enable the Governor, Legislators, and other State House personnel to be interviewed in a setting specifically planned to produce the desired effect. Desks, tables, flags, and State Seals could be used as needed. Privacy could be maintained. The location on the First Floor near an accessible entrance, the elevator, and stairs would assure ease of operations. The Hearing Rooms nearby are a plus factor for news coverage.

ADD LOCKER AND LOUNGE FOR BUILDING MAINTENANCE PERSONNEL, FIRST FLOOR.

Locate the Building Maintenance Personnel in the room from

which the Secretary of State Records have been removed. This room is not visible to the public and is in relationship to the ground service building which makes it a logical location for the Maintenance Staff.

MOVE SEVEN—RELOCATE JUDICIAL HEARING ROOM FROM THIRD FLOOR TO FOURTH FLOOR. ADD TWO HEARING ROOMS, FOURTH FLOOR. EXPAND PRESS QUARTERS, FOURTH FLOOR.

The relocation of the Judicial Hearing Room would allow for expansion of the Legislative Research Committee and the Legislative Finance Committee.

As now situated, there is an overlapping space use by the different wire services. By providing additional space on the Fourth Floor, each wire service will now be able to function more efficiently and hold interviews and other private meetings as needed.

MOVE EIGHT—EXPAND LEGISLATIVE RESEARCH COMMITTEE AND LEGISLATIVE FINANCE COMMITTEE, THIRD FLOOR.

Both the Legislative Research Committee and the Legislative Finance Committee deal with the Legislators, and their present location is very satisfactory. The expansion made possible by Move Seven will enable both groups to improve their facilities and comfortably grow as needed. The space could also be used for other services of the Legislative Finance Committee not now

possible because of space limitations.

All of the departments having now been relocated in comfortable quarters, it is fortunate that some areas of the building are still unassigned. These areas will prove to be a boon as space needs, yet unknown, become the demands of the future.

HEARING ROOMS

The need for Hearing Rooms and Meeting Rooms will increase as the agencies of State Government expand. At present, Hearing Rooms are located in the State House and the State Office Building. The latter location uses space that is vitally needed by the departments in the State Office Building.

By creating Hearing Room sections in the State House, it would be possible to improve scheduling and control internal traffic. It would be convenient and efficient for both the Legislators and the public.

As electronic equipment comes into greater use, the adjacency of Hearing Rooms would simplify installation and reduce duplication.

Should an air conditioning or ventilating system be installed, the similarity of requirements in one area would help to reduce cost.

The location of three sizes of Hearing Rooms on the Street Floor would facilitate public participation in meetings thereby reducing traffic through some areas of the building and reducing maintenance.

Scheduling of Hearing Rooms as well as Identification and Direction would be simplified.

BUILDING REJUVENATION

In the Preliminary Report of February 17, under the heading of "Philosophy" it states... "Any thought of reuse of space must go hand in hand with revitalization of the total building and modernization of facilities so that the State House can regain the aura of dignity, stability, and history that it rightly commands."

It is with this in mind that a section on building rejuvenation is included in this Report. The recommendations herein contained refer to problems that exist in many areas of the building, but no attempt is made to spell out conditions in each room.

However, because of their importance, certain sections of the building are dealt with in greater detail.

Of course, as the Program of Space Relocation develops as presented in this Report, each area would be designed in a treatment in keeping with its function. At that time all of the room surfaces as well as the heating and lighting equipment and the furnishings should be updated to today's standards.

The Program is primarily concerned with the use of inner space but as is often the case, approaches to the space become of prime importance. It is for this reason that we begin the

recommendation on Building Rejuvenation with...

THE APPROACH TO THE STATE HOUSE

The building has an imposing monumental entrance set above a wide flight of stairs leading up from State Street. Because of the formidable approach from the street and the distance from the parking areas, people prefer to use the secondary lower level entrance forcing them through what is now the Museum and eventually will be a Hearing Room complex. This funnels traffic through an unpretentious corridor.

If possible, a crescent-shaped double width, one-way, driveway should be introduced leading from Capitol Street up to the wide landing nearest the main entrance. This roadway would continue and join up with the existing drive to the present or enlarged parking area. In the event that the entrance grade would be too steep, easier access to the front entrance from the parking area should be effected.

Not only would this make the real front entrance more accessible, but the Memorial Hall of Flags would take its rightful and dignified place as the focal point for the visitor. The Information Desk would be located in this large entrance hall to assist persons to their proper destination. The first impressions to the visitor would be of awe and dignity.

Since the Hall of Flags is rather drab and inhospitable at present, certain renovations should be in order. The "raison

d'etre" for the Hall itself is the collection of historical flags, but at present they are jammed into dark shallow glass cases and suffer from overcrowding and poor lighting. Identification is difficult. Additional better designed casework and proper illumination should be provided.

The existing mosaic tile floor is cracked and patched and should be replaced, possibly by terrazzo with an imbedded Great Seal of the State of Maine or some equally significant design. The old heavy settees should be replaced with more colorful and appropriate waiting room group furniture for gatherings of visitors and members.

Old radiators should be removed or concealed and suspended electric ceiling fixtures, more monumental in character, to suit the scale of the room should replace those existing. Accent lighting for the historical portraits should be installed.

SAFETY VIOLATIONS

As stated in Finding No. 8 of the Preliminary Report, "Safety violations exist throughout the building." Specifically we find that it is important that the existing stairways be made to conform to the National Building Code that requires that "...interior stairways in buildings four stories or more in height shall be enclosed..." with doorways "...equipped with

approved self closing or automatic fire doors....Doors may be metal doors or approved solid wooden doors...." Any glass shall be wired glass.

It is suggested that these new smokescreen doorways and enclosures be constructed to the ceilings and walls using large wire glass panels in order to give the illusion of uninterrupted corridors and not break up the continuity of the high ceilings, cornices, and corridor passage.

As each area of the building is upgraded, it is vital that the Codes for Public Safety be reviewed and the necessary changes be made to assure conformity.

RADIATORS AND HEATING AND AIR CONDITIONING

The Structural System of a building of this type makes the concealment of pipes a difficult and costly matter. Throughout the rooms many types of radiators exist which are inefficient, obsolete, and ugly.

There has been an attempt in the corridors to conceal existing radiators but this has been accomplished in a manner which makes them more prominent rather than blend into the surroundings.

Consideration should be given to air conditioning of the building at least in those areas where year-round work is required.

Fortunately today's technology has developed systems that will combine heating and cooling and ventilation in the same duct

space. This could do much toward elimination of a large number of radiators that could be replaced with smaller auxiliary heat units.

CEILINGS

In certain room areas of the building it appears that the acoustical ceiling tiles are of the combustible fibre type and are not fireproof. These should be replaced with the non-combustible mineral fibre type as approved by the Fire Underwriters. Since there are many areas, particularly on the top floor, where the plaster ceilings are flaked and in poor condition, it is suggested that those ceilings be surfaced with the same non-combustible tile. Other areas not now surfaced with any sound deadening material could be improved.

FLOORS

Several areas have deteriorated floors, curled and cracked vinyl asbestos, and worn carpeting. These could stand renovation.

LIGHTING

Throughout the building there are various types of lighting fixtures, some of which are old and of poor design and out of shape. In those areas new fixtures with proper spacing should be installed.

LAVATORIES

The Women Legislators' quarters should be updated to provide more suitable facilities. The old plumbing fixtures (water closets with overhead tanks and chains) and the toilet enclosures should be replaced. Better mechanical ventilation could be provided for the interior single lavatory room. A series of small closets with locks should be provided. A large mirror with desk height shelf and proper lighting should be considered.

RAMP

The situation of the sharp ramp which leads underground to the State Office Building should be rectified by elongating the ramp run or the introduction of steps and a small lift for material or incapacitated persons.

GENERAL

In general there are several areas with well detailed cornices, trim, doors, panelling, etc. typical of the period in which the original structure was built. These should be played up to their best advantage in paint and surface treatment. There are some areas where crude additions have been made. These should be considered for rejuvenation in the same spirit and stately period for design continuity.

Standards of construction and color should be established so that any remodeling undertaken at any time will be in harmony

with its surroundings.

All changes or additions to the building interior should be under the control of one state office to assure adherence to the standards.

FURNITURE

As part of the initial survey to develop this Report, an inventory was taken of all furniture and equipment now in use in the State House.

The inventory lists a conglomeration of furniture type, sizes, colors, and finishes.

Many of the items are obsolete or not suitable for the job to be done.

Furniture in offices of department heads, lobbies, and hearing rooms should be upgraded as well as many general office areas. Improvements should be made concurrent with the relocation of departments. To assure the best results, standards should be established for size, style, finish, etc., and these should be adhered to.

Where advisable, the standards should reflect the aesthetics of the building so that the atmosphere will be maintained.

SCOPE OF REMAINING WORK

The next Report will compile all of the statistics gathered during the interviews and will specify conference room and special room requirements, traffic patterns, and furniture and equipment evaluations.

Accompanying the Report will be plans of the State House brought up to date and showing existing conditions, including lighting locations, radiators, doors, and unusual conditions. These plans will be used as the basis for developments to come.

Finally you will receive Space Use Plans of each affected area as outlined in Phase Three of our agreement.

At the same time we will present Block Plans of departments recommended to be removed from the State House showing the ideal shape and size and their growth pattern. These plans will be used to assist in locating new space for these departments.

CONCLUSION

A great deal of thought and time has gone into the decisions shown in this Report. All effort was directed toward the best use of space as determined from the interviews and surveys.

However, we live in a time of rapid change, and this fact must always be uppermost in the mind of the Planner.

We know that the total relocation and rejuvenation within the State House cannot be accomplished for a number of years. The plans have been prepared with this in mind, but they must be reviewed periodically to make certain that the concept remains valid.

In this way the best use of space will be maintained.

A P P E N D I X

PRELIMINARY REPORT

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METHODS

1. Met with officials of the State of Maine and the Director of Bureau of Public Improvements.

Mr. Bates (Director of Public Improvements) was selected as coordinator of the program.

Schedules of interviews were prepared.

2. Obtained plans of the building.

Reviewed building structural history with staff of Bureau of Public Improvements.

Physically surveyed the State House.

Prepared a corrected set of plans reflecting existing conditions.

3. Interviewed all key personnel, selected legislators, and designated personnel in the State House and affiliated offices.

Analyzed present and future requirements in personnel, furniture, and equipment.

Studied work flow, traffic patterns, department adjacencies, and communications.

Circulated special requirement room questionnaire.

4. Inventory was taken of all furniture and equipment now

being used in all areas of the State House with the exception of the Senate and House Chambers. Coded labels have been affixed to all furniture and equipment. These code numbers have been recorded by category stating style, size, color, and condition.

PHILOSOPHY

The survey being prepared by Bernard Soep Associates has been undertaken to find the highest and best use of space in the State House from the present to 1980.

This study could stop with rearrangement of the physical aspects of the building. However, we would overlook a most important factor in a building so important to the citizens of the State of Maine.

What does the State House mean to the people?

What does a visitor expect when he enters the building?

What does being in and a part of this building do to a lawmaker who has been elected to serve the people?

When talking with the many people interviewed we sought their feelings in these matters. The consensus was that the State House was a grand old building but it had lost its charm and was showing the ravages of time.

This attitude must be reversed, and any thought of re-use of space must go hand in hand with revitalization of the total building and modernization of its facilities so that the State House can regain the aura of dignity, stability, and history that it rightly commands.

HISTORICAL SIGNIFICANCE

The State House has an historical function to perform. This function is the housing of the Executive and Legislative Branches of the State Government and their affiliated and/or supporting agencies.

The Hall of Flags also has an historic function since the flags housed therein truly write the history of the State of Maine. All of these must be maintained in a manner befitting the high purpose they represent.

Charles Bulfinch designed the State House, and to this day it stands as an imposing edifice. The work of the occupants of the State House today is far more demanding and the equipment required by today's standards is far more complex than Bulfinch or his associates ever conceived.

Yet the building must still retain its original style, and the rooms must keep their proportions and interior fittings while efficiently performing their historical function.

This can be done, and it must be done.

PUBLIC RELATIONS

We live in a society that is continually being bombarded by advertising and promotion. Design and symbols are used by business and industry to "sell" the corporate image. Every chance is used to impress, cajole, and convince. People expect and accept this approach as long as the product fulfills its claims.

The State House has an image and like any other "business" it has a message to convey and a very important function to sell. This must not be overlooked, and many of the items in this report lend themselves to a public relations presentation. The educational result alone will be invaluable, and in the end everyone will gain.

FINDINGS AND RECOMMENDATIONS

This is a Preliminary Report and does not go into depth in any one area. This will be followed by Report A of Phase Two which will be more comprehensive. Only certain of the findings are stated here so that all those concerned will be aware of direction. This will also allow for discussion and approval or revision of these findings and recommendations before the Final Report is presented or the Space Use Block Plans are prepared. Some of the findings were brought forth in the interviews; others are by our staff as a result of the Building Survey, etc.

Finding No. 1

There is a need for a central information desk and reception area.

Recommendation

This should be designed as a flexible installation that would be manned in peak periods only. This could also be used for general information regarding Maine with sections for books, maps, etc.

Finding No. 2

Strategically located directory boards plus internal directional signs and department identification would help to eliminate confusion.

Recommendation

Standards should be established for letter style, color, and size. A departmental sign should be designed that is compatible with the building architecture. Names on doors should be standardized and installed with a system that will allow for ease of removal and relocation.

A directional system should be developed that will be clear, concise, and flexible.

Finding No. 3

Coffee and eating corners proliferate throughout the many departments creating hazardous, unsanitary conditions.

Recommendation

Establish a lounge and eating area with some vending equipment. This can be policed by the maintenance staff and could be used by all personnel, legislative agents, etc.

Finding No. 4

Only one area exists for an individual who is stricken ill to lie down. There is no place to be treated.

Recommendation

Plan a first-aid room with minimum facilities for treatment but have a cot adjacent to a toilet area if possible. There are times when a stricken person should not be moved.

Finding No. 5

A lack of facilities for the maintenance crew. The maintenance of the building is excellent and the staff must be considered if the level of personnel is to be retained.

Recommendation

Locate a section, complete with lockers, toilet facilities, eating area, and communications.

Finding No. 6

Visitors to the legislators do not have a suitable meeting place.

Recommendation

Plan an area with conversational groupings that will provide a modicum of privacy.

Finding No. 7

Legislative agents do not have an area to hang their coats, meet, or eat.

Recommendation

Plan a small area, earmarked for their use but suitable for other uses when the legislature is not in session.

Finding No. 8

Safety violations exist throughout the building.

Recommendation

Review of safety requirements and establishment of a Safety Program to conform to the new layout of the building.

Finding No. 9

Remodelled or subdivided sections are not compatible with basic building design.

Recommendation

Establishment of design standards as a guide for all future work.

Finding No. 10

Deterioration of many parts of the structure.

Recommendation

A program of rejuvenation and modernization of all areas of the building should be developed. This can be a progressive program and be funded accordingly if necessary.

SCOPE OF REMAINING WORK

The findings and recommendations are some of the considerations that will be embodied in the next report. These will be expanded to cover all departments and offices and branches with their growth and relocation. These will be shown graphically in Block Plans.

The Block Plans will also show the best use of space for every area of the State House and the steps to be taken to achieve the results.

A future report will compile all of the statistics gathered during the interviews and will specify conference room and special room requirements, traffic patterns, and furniture and equipment evaluations.

Accompanying the report will be plans of the State House brought up to date and showing existing conditions, including lighting locations, radiators, doors, and unusual conditions. These plans will be used as the basis for developments to come.

Finally you will receive Space Use Plans of each affected area as outlined in Phase Three of our agreement.

At the same time we will present Block Plans of departments recommended to be removed from the State House showing the

ideal shape and size and their growth pattern. These plans will be used to assist in locating new space for these departments.

CONCLUSION

A Report is of little worth without the comments of those concerned. An open channel of communication at this time will consolidate thinking and accelerate the work ahead.