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**CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT**

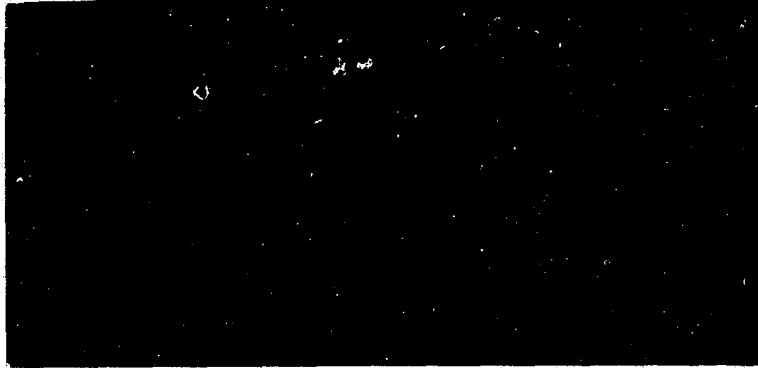
**Institute for Advanced Studies in Justice**

**The American University Law School**

**Washington, D.C.**

A Program of the  
Adjudication Division  
Office of Criminal Justice Programs  
Law Enforcement Assistance Administration  
U.S. Department of Justice

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SPACE UTILIZATION PLAN  
FOR THE SUPREME COURT  
BUILDING,  
TALLAHASSEE, FLORIDA

NCJRS  
MAR 30 1978  
ACQUISITIONS

November, 1977

Consultant:

Michael A. Bignell, A.I.A.

CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT  
The American University Law Institute  
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This report was prepared in conjunction with The American University Law School Criminal Courts Technical Assistance Project, under a contract with the Law Enforcement Assistance Administration of the U.S. Department of Justice.

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## I. INTRODUCTION

The Chief Justice of the Florida Supreme Court, Justice Ben F. Overton, requested technical assistance from LEAA's Criminal Courts Technical Assistance Project at the American University, through the Florida Bureau of Criminal Justice Planning and Assistance. Chief Justice Overton devised expert consultative assistance in the development of a space utilization plan for the Supreme Court Building in Tallahassee, Florida.

Chief Justice Overton's request was prompted in part by the results of a study of space utilization in the Florida State Courts Administrator's Office which was conducted by the National Clearinghouse for Criminal Justice Planning and Architecture in early 1977. One of the primary recommendations of this study was that a space usage study of the entire Supreme Court Building was needed. Other factors leading to this request included:

- a dramatically increasing Supreme Court workload (a 67% rise in filings between 1972 and 1976), necessitating the addition of more personnel, which inturn required more space to house them.
- the proposed relocation of the First District Court of Appeals to another State facility, which will allow the space vacated by this court to be reallocated to present occupants of the Supreme Court Building.
- the anticipated addition of staff in the State Courts Administrator's Office prompted by the consolidation of information system operations and an increase in research and analysis programs.

The Supreme Court Justices and other personnel were also concerned with the fact that previous interior modifications had been conducted on a piece meal basis, without the benefit of any long-range planning, and that the net result of these changes created inefficient traffic and management patterns and also had eroded the grace and dignity of the building.

Through discussions with Mr. John Harkness, Florida State Courts Administrator, it was decided that the precise focus of this assistance should be analyzing present space use in the Supreme Court Building and in the initial development of a revised space utilization plan taking into account the increasing workload of the court, the expanding Support Staff needs, and the options available in using the space vacated by the First District Court of Appeals.

The consultant selected to provide this assistance was Mr. Michael A. Bignell, A.I.A., an architect in private practice with extensive experience in court facility planning and space management.

After reviewing relevant background materials, Mr. Bignell spent four days on site in Tallahassee. During this time he worked closely with Mr. Harkness and his staff, and meet with members of the Supreme Court, department heads and other users of the facility.

The following report contains Mr. Bignell's analysis and recommendations.

## II. ANALYSIS OF EXISTING SITUATION

### A. Current Space Utilization

The Florida Supreme Court Building was constructed in 1947 - 1948. It is a four-story structure, with the upper two floors remaining largely in their original interior configuration. The second floor houses the Justices' Chamber and the upper level of the law library. The first floor contains the Supreme Court courtroom, the justices' Robing and Motions Rooms, the law library and related offices, a lawyer's lounge and the offices of the Supreme Court clerk.

The lower two floors (basement and sub-basement)<sup>1</sup> of the building reflect modifications in layout resulting from numerous changes in administrative procedures, increasing Supreme Court and Court of Appeals caseload, and a correspondent rise in paper work volume. The basement also houses the District Court of Appeals. This court, however, is scheduled to move to an adjacent building as soon as remodeled space becomes available.

Plans designed to relocate both the State Courts Administrator's office and the Judicial Administrative Commission to newly renovated space in the sub-basement level were in a detailed design stage during the consultant's site visit. The consultant reviewed this proposed move with the State Courts Administrator and his staff, the architect for the project, and an interior design firm which has been retained to remodel interior spaces in the sub-basement.

### B. Statistical Profile of the Supreme Court Building

The following is a brief statistical profile of the existing facility. Square footages have been calculated from the original record

1. Due to the configuration of the land, the basement is actually at ground level at the rear of the building.



drawings and updated as much as possible to reflect layout changes. The areas referred to may be used as general guidelines, however, it should be noted, that a measured survey of the facility would be required to achieve complete accuracy.

FLOOR	USE	APPROX.* GROSS SQ.FT.AREA PER USE	APPROX. TOTAL GROSS USABLE SQ.FT. PER FLOOR
Second	Justices Chambers, secretarial and support spaces	11,400	
	Library, stacks and reading	2,500	13,900
First	Supreme Courtroom, Justice Facilities	9,200	
	Library, Reading room, stacks and Offices	4,800	
	Judicial Administrative Council	450	
	Lawyer's Lounge and Toilet	880	
	Clerks' Department	4,600	
	Main Entrance, Cupola and Entry Vestibule	4,000	23,930
Basement	District Court of Appeals	12,800**	
	Library and Mezzanine	5,000	
	Mezzanine for Clerk's Department	1,800	

\* Includes corridors, stairs, toilets and miscellaneous storage spaces per use.

\*\* To be removed from the building

FLOOR	USE	APPROX.* GROSS SQ.FT.AREA PER USE	APPROX. TOTAL GROSS USABLE SQ.FT. PER FLOOR
Basement (Cont'd)	Roberts Room, Kitchen, Toilets, Adjacent Mechanical Space	2,500	
	Storage, equipment rooms and miscellaneous small offices for Administration Department	4,400	
	Judicial Administrative Commission	2,000	28,500
Sub- Basement	Library	3,300	
	Administration Department	3,600	
	Electrical and Mechanical	1,000	
	Miscellaneous Storage and Unused Space	16,400	24,300
Total Gross Usable Floor Area			90,630 SQ. FT.

C. Summary of Personnel Housed in the Facility

Below is a listing of official and personnel now housed in the Supreme Court Building, as provided by the State Courts Administrator's Office.

DEPARTMENT	OFFICIAL OR PERSONNEL	NUMBER	SUBTOTAL
	Justices	7	
	Justices' Secretaries and Research Staff	22	29
	State Courts Administration and Staff	25	
	Grant Aid Positions	6	31
	Judicial Administrative Commission, Director and Staff	11	11

DEPARTMENT	USE	NUMBER	SUBTOTAL
	Clerk and Marshal Clerk's Staff	2 12	14
	Library	2	2
	District Court of Appeals	36	36
	Judicial Council	3	3
	Mail Clerk, Messengers	3	3
	Night Crew and Watchmen	8	8
	TOTAL		137

Note: Assigned parking spaces for 110 cars is available.

D. Proposed use of the Sub-Basement

As mentioned previously, the offices of the State Courts Administrator and the Judicial Administrative Commission are going to be relocated in the sub-basement level of the Supreme Court Building. It is felt that the concept of consolidating these administrative functions is well conceived, and coupled with the expected removal of the District Court of Appeals will result in a number of beneficial effects as outlined below:

- It will reduce overcrowding and pressure for interior expansion on the lower two floors.
- It will allow the removal of many substandard interior offices.<sup>2</sup>
- It will correct some existing fire and safety violations.

2. The State Courts Administration Accountant and Auditor both share an office partially converted from an old vault, and with a window air conditioner ventilating into an adjacent interior corridor.

- It will result in some expansion space becoming floor which can be developed for service functions as needed.
- It will allow the space now occupied by the District Court of Appeals to be re-assigned.
- It allows for flexibility in space allocation especially in the location of furniture and offices.
- It allows the potential of a dense (minimum square footage per person) layout without creating claustrophobic offices and long corridors.
- It provides a cheerful, non-institutional office environment.

E. User Requirements

During a series of meetings and interviews, the consultant discussed with members of the Supreme Court, various department heads, and other staff the perceived needs of the user groups housed in the facility. The following summarizes user requirements as they relate to space layout, physical facilities, and circulation in the building.

1. Supreme Court Justices

One of the major concerns of the Justices was that previous piecemeal changes to the interior layout of the facility have led to an undesirable and inefficient interior environment on the lower floors. They felt that if this trend continues, the functional efficiency and appearance of the Supreme Court Building would be further eroded.

a. Justices Chambers

In regard to their own chambers and environment, the Justices prefer to remain on the second floor in a series of adjacent suites. The Chief Justice, however, stated that he would be prepared to move to the first floor if this would assist in the space utilization planning.

b. Research Aides

The original configuration of the building did not anticipate that the Justices would require two or more research aides to assist them. In most instances, the Justices have one of their aides in their Chambers, while others are housed in available offices on the first and second floors. Some of the aides, for example, are working in small unventilated rooms off the entrance lobby. The possibility that some research aides could be placed in office areas on a lower court floor of the building was also discussed.

c. Supreme Court Courtroom

The courtroom utilized by the Supreme Court appears to be very functional. Occasionally, it has been found necessary to place portable seating in the side aisles of the courtroom, at the present time, however, it appears that funding for additional seating would be difficult to justify. The most serious recurring problem in the courtroom is water damage to the ceiling and wall plaster caused by roof leaks. During the consultant's site visit, the roof was being repaired.

d. Motions Room

The Motions Room, which is adjacent to the Supreme Court courtroom, is inadequate in size. Furthermore, the Justices occasionally require the use of a conference room large enough to accommodate thirty to fifty people. Both of these needs could potentially be met jointly if available and appropriate space can be found in the facility.

e. Visiting Justices

There appears to be a need for space for use by judges who have been designated to sit on the Supreme Court as a

visiting Justice. Chamber and office space should be made available.

f. Food Service Facilities

Existing kitchen and dining room facilities could stand improvement. Alternatively, and this option has been discussed as a possibility, food service could be provided as part of the Food Service Contract which presently serves the adjacent state office complex.

g. Visiting Lawyers

The visiting lawyer's facilities need to be expanded. Private spaces should be provided where attorneys can make telephone calls or give dictation. Providing the lawyers with access to food service is also a possibility.

h. Miscellaneous

The following aspects are also in need of consideration.

- An adequately supervised loading dock.
- A mail sorting area.
- Visual screening for the trash collection area.

2. Law Library

The Law Librarian would like to regain the space now occupied by the Judicial Administrative Council, as it is contiguous to the main library stack areas, and would prefer to use stack area in the sub-basement (under the District Court of Appeals) for the storage of seldomly used books. It should be noted that the second floor mezzanine level must remain part of the Library, as it houses an entire collection of official papers.

The Law Library's book and record storage needs are increasing rapidly, reflecting the growing volume of appellate court work and the necessary documentation attendant to this growth. Microfilming of old volumes

is now in progress, but many volumes are still maintained for reference purposes even after they have been microfilmed.

The Librarian presently needs two more staff offices and a workroom and in the next five years anticipates adding two more librarians to the staff. Accordingly, room for expansion of library support staff offices should be considered.

The mezzanine stacks in the basement are not adequately supported, as the floors deflect under normal use. These floors and the support system need reinforcement. Furthermore, it appears that the unventilated environment in the basement areas has caused old glue on books and papers to deteriorate. This situation however is being corrected by the new HVAC (Heating, Ventilation and Air Conditioning) System which is being installed.

Security is a further concern here, as there have been instances where volumes have been stolen or mutilated. Presently the library operators under an honor system, which obviously is jeopardized by the vandalism. If this trend continues, the library will have to tighten security by restricting access through a secured area, and possibly by checking bags and briefcases.

During a physical inspection, the consultant noted that the low lighting level in the library makes reading conditions somewhat difficult.

Lastly, the librarian expressed a desire to construct a rare books room of approximately 200-300 square feet. This room would have to be fire proof and adequately ventilated.

### 3. Supreme Court Clerk's Department

Supreme Court paper volume is controlled by the Clerk's department. Presently, 1,000 active files are maintained by the Clerk, and additional files are stored in the archives department. The Clerk's

department now uses microfilm for records storage. Traditionally, the press has used the microfilm room on Thursdays when Supreme Court opinions are announced. While personnel changes in the office are difficult to predict, the clerk anticipates adding anywhere from three to ten staff members in the next decade.

The major problems faced by the Clerk's Department concerns the need for secure and fire proof storage facilities, and easy retrieval of bulky evidentiary exhibits. At present, the Clerk maintains two vaults and basement storage areas. If the Clerk's Department were expanded to the basement floor, storage deficiencies could be rectified and expansion space for additional personnel could be provided for. Furthermore, it is evident that the secretarial staff needs more privacy. This must be provided within the constraints that visual contact with visitors must be maintained. Due to the sensitive and confidential nature of the materials handled by the secretarial staff, security measures should be initiated and public access to the secretaries should be restricted.

#### 4. Administrative Services

The State Court Administrator and the Judicial Administrative Commission will both be housed in newly renovated space in the sub-basement area. Immediate space needs and a reasonable factor of expansion have been planned for in the area being developed. The State Court Administrator noted, however, that a larger conference room than had been planned for in the new space is needed. This department requires access to a 20-30 person conference room with audio-visual facilities.

#### 5. Parking

Various court personnel complained about inadequate parking



facilities at the Supreme Court Building. With the current personnel level of 137 and maximum number of car spaces (total 110), the parking facilities are saturated. Conditions will improve, however, when the Court of Appeals (36 personnel) moves. It may be possible to develop 2-tier parking over portions of the existing parking areas, without seriously damaging the existing grass, landscape and tree areas. The slope of the land lends itself to terraced parking, the upper level of which could coincide with the grade level.

#### 6. Safety and Security

The consultant noticed a number of fire safety problems throughout the facility. These include blocked open fire doors; paper storage in stairways; paper and flammable storage in the boiler and equipment rooms; and missing or inadequate fire doors. The last fire inspection by the Office of the State Fire Marshal was made in February 1977, and is included as an appendix to this report. Some of the corrective measures cited in the report are being made in conjunction with the new HVAC work to be carried out shortly. The other measures needed to bring the building up to contemporary life safety standards should be implemented as priority matter. In many respects, the building is a fire trap, and an actual fire could prove very difficult to contain or extinguish.

### III. RECOMMENDATIONS

In proffering recommendations and guidelines for future space utilization plans at the Supreme Court Building, the consultant advises that the following elements be considered as permanent features of the Supreme Court Building:

- The Supreme Court courtroom
- The Justices' Chambers on the 2nd floor.
- The Law Library with stacks on each level of the building.
- The ceremonial entrance, main corridors and rotunda.
- The grounds and landscaping.

The recommended space utilization plan is detailed in Figures 1 through 4 and is summarized as follows:

#### A. Schedule of Recommendations and Guidelines for Space Utilization

FLOOR OF THE FACILITY	USE	GROSS USABLE SQ.FT. AREA	REMARKS
Second	Upper portion of Supreme Court courtroom	N/A	No modifications proposed, but water damage must be corrected.
	Upper Mezzanine of Library	2,500	No changes in layout are recommended. Lighting and finishes need improvement.
	Justices' Chambers and Research Aids	10,600	Facilities for the seven Justices should remain on this floor. There are options for treating research aide space, for example, some additional small offices can be created on the second floor. It is recommended, however that some of the available basement offices be used for this purpose.

FLOOR OF THE FACILITY	USE	GROSS USABLE SQ. FT. AREA	REMARKS
Second (Cont'd.)	Visiting Justices' Chamber and Secretarial Space	800	Develop in the central front conference room, with secretarial space adjacent.
First	Supreme Court courtroom	7,900	No space changes recommended.
	Judges Robing, Toilets and Conference Facilities	1,300	The Motions Room should be moved to floor below.
	Law Library	2,800	No space changes recommended in Library on this floor. Lighting and finishes need to be upgraded and librarian needs additional office space.
	Court Clerk	3,200	Some of Clerk's expansion space and the Marshal's and secretary's offices should be located in basement level.
	Lawyers' Lounge and Ancillary Space	2,000	Lounge and toilet should remain. Offices across the corridor should be converted for use by attorneys, dictation, meetings, private phone calls and a coffee room.
Basement	Motions Room and Conference rooms	1,200	District Court of Appeals courtroom and adjacent offices should be converted to Motions and Conference rooms.
	Law Library	7,000	Expand into space to be vacated by Judicial Administrative Commission.
	Justices' Research Aide's Offices	2,000	Develop in office space vacated by District Court of Appeals.

FLOOR OF THE FACILITY	USE	GROSS USABLE SQ. FT. AREA	REMARKS
Basement (Cont'd)	Courts Administrative and Judicial Administrative Commission Conference Facilities	1,200 & 900	Develop into office space vacated by District Court of Appeals. Share space with the Motions and Conference rooms.
	Loading dock, service functions, secure storage and supervision	2,500	A Marshal and a secretary should be located in vacated office space and in view of the service entrance, storage and mailroom. Consolidated in a secure area.
	Clerk department and ancillary functions, including secure storage	1,700*	Storage space and office expansion space should be developed in areas vacated by District Court of Appeals.
Sub-Basement	Law Library	4,800	Expand into existing area under the new Motions Room.
	Administrative Offices and Judicial Administrative Commission	14,500	Office layouts in final design; space provided allows for expansion of personnel and data processing equipment.
	Storage and Ancillary Functions	5,000	Convert existing unused space to secure, fireproof storage areas.

B. General Comments

By restricting support activities such as administration, data processing, storage and receiving to the lower floors of the building, it will be possible to develop interior environments which are suitable and efficient for these functions. This will also reduce some of the

\* Does not include Clerk's Mezzanine storage of approximately 1,800 sq. ft.

conflicting demands for space on the upper floors. For example, both the clerk's department and the library need expansion space, which can be more suitably provided on the lower two floors of the building. Similarly, the more efficient and intense use of space on the lower floors will enable the first and second floors to regain the dignified and spacious environment appropriate for the proper functioning of the Supreme Court.

#### IV. SUMMARY AND CONCLUSION

The objectives of these space utilization recommendations are to assist the Court in reorganizing the interior functions of the building to accommodate changes in procedure that are not reflected in the present physical layout.

In effect, the facility can be divided into two broad areas of use:

- First and Second Floors: judicial and symbolic functions of the Supreme Court.
- Basement and Sub-Basement: professional administration and support functions, essential to the function of the Court, but requiring a different type of interior environment, capable of re-arrangement.

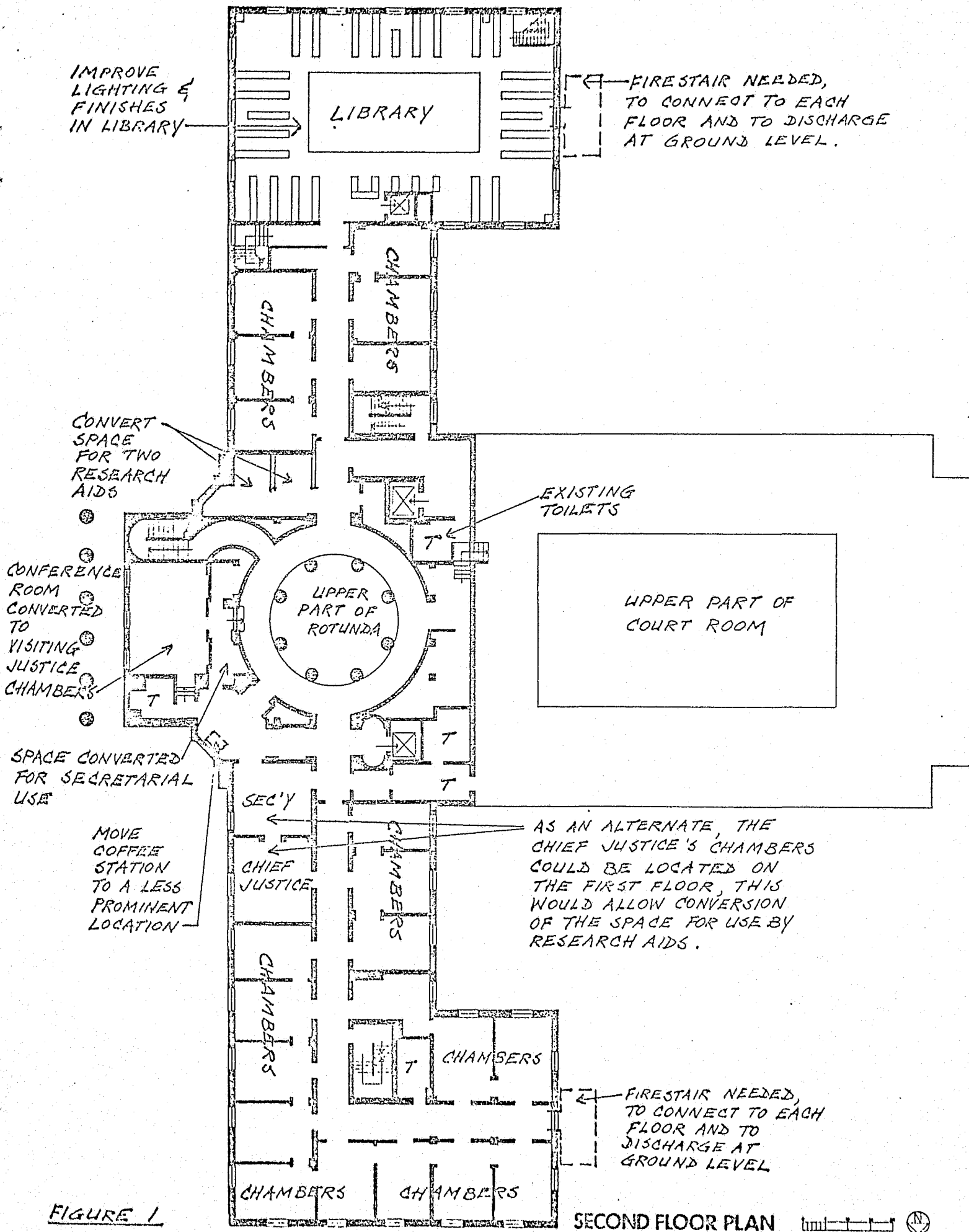
In order to implement these recommendations it will be necessary to carry out detailed space planning and physical studies and to reach agreement on the use of space by the Judiciary and court support department heads. Building committees, including representatives of all affected parties, are usually the most effective management vehicle for reaching these decisions. Before major decisions are made regarding new uses of space, they should be reviewed by someone with an architectural or engineering background to ensure optimum use of interior space. Corrections of fire safety violations should also be a matter of high priority. Physical improvements, such as new fire doors and stairs, will take time to be installed, but other violations, such as storage of paper in stairwells and wedging open of fire doors, should be corrected at once.

The Supreme Court Building at Tallahassee has many years of useful life remaining. It can provide a functional interior environment, providing the Justices with the support functions they need and the court personnel with satisfactory and cheerful surroundings.

V. APPENDICES

- A. Appendix A - Proposed floor plans
  - 1. Figure 1 - Second Floor plan
  - 2. Figure 2 - First Floor plan
  - 3. Figure 3 - Basement Floor plan
  - 4. Figure 4 - Sub-basement Floor plan
- B. Fire Safety Inspection Report dated February 23, 1977





IMPROVE LIGHTING & FINISHES IN LIBRARY

LIBRARY

FIRESTAIR NEEDED, TO CONNECT TO EACH FLOOR AND TO DISCHARGE AT GROUND LEVEL.

CHAMBERS

CHAMBERS

CONVERT SPACE FOR TWO RESEARCH AIDS

EXISTING TOILETS

CONFERENCE ROOM CONVERTED TO VISITING JUSTICE CHAMBERS

UPPER PART OF ROTUNDA

UPPER PART OF COURT ROOM

SPACE CONVERTED FOR SECRETARIAL USE

SEC'Y

MOVE COFFEE STATION TO A LESS PROMINENT LOCATION

CHIEF JUSTICE

AS AN ALTERNATE, THE CHIEF JUSTICE'S CHAMBERS COULD BE LOCATED ON THE FIRST FLOOR, THIS WOULD ALLOW CONVERSION OF THE SPACE FOR USE BY RESEARCH AIDS.

CHAMBERS

CHAMBERS

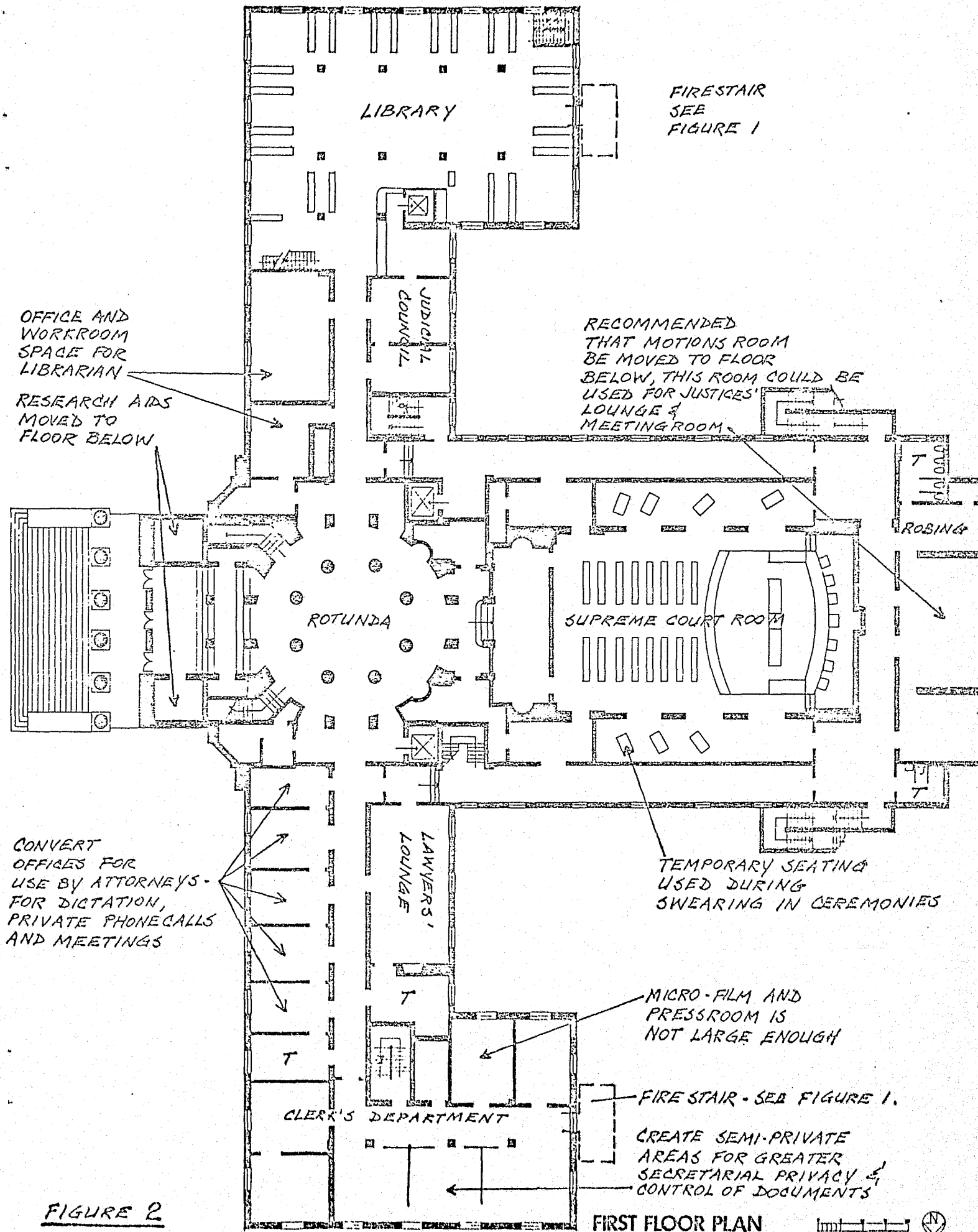
CHAMBERS

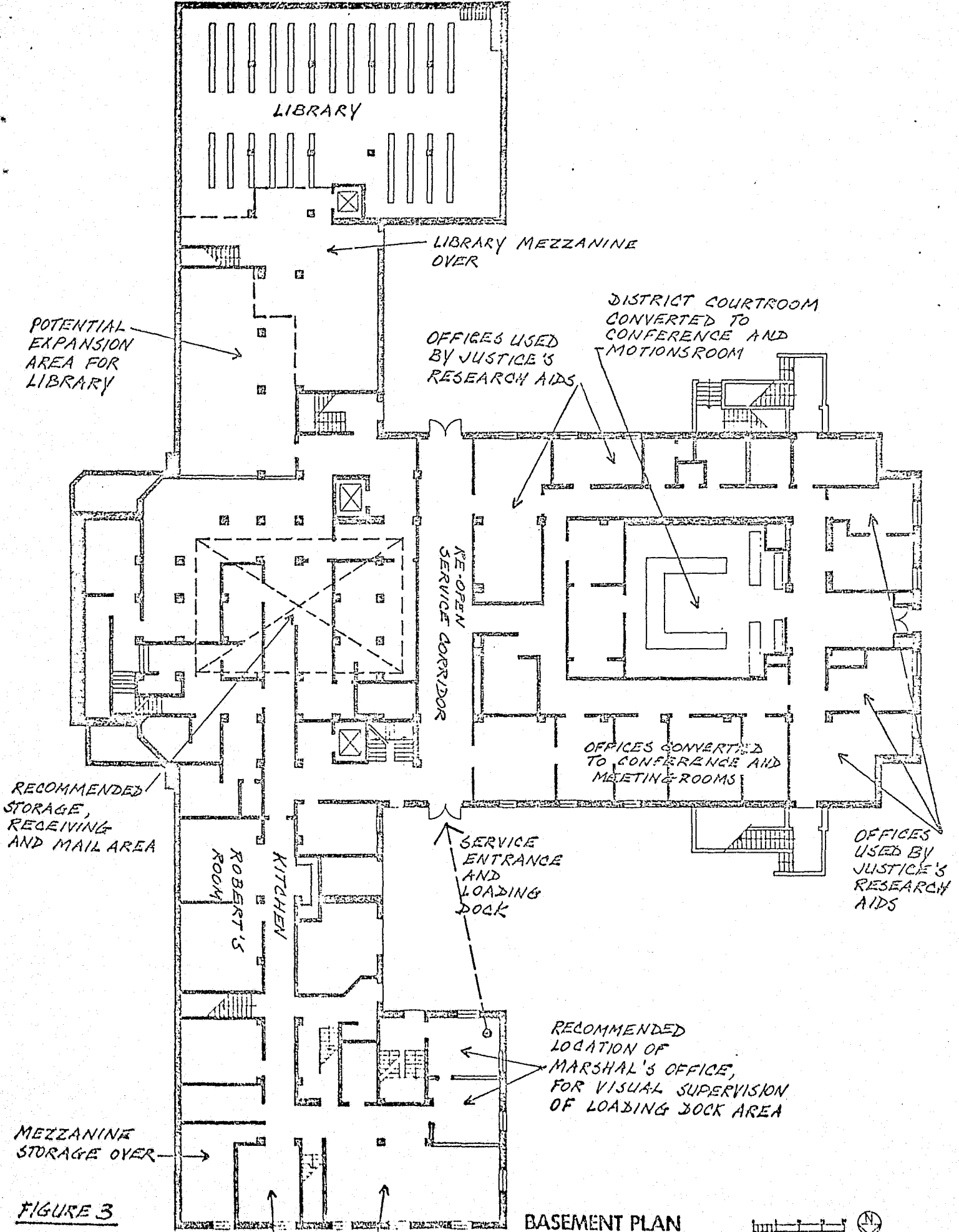
CHAMBERS

FIRESTAIR NEEDED, TO CONNECT TO EACH FLOOR AND TO DISCHARGE AT GROUND LEVEL.

FIGURE 1

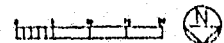
SECOND FLOOR PLAN





**FIGURE 3**

**BASEMENT PLAN**



POTENTIAL EXPANSION AND SECURE, FIRE-PROOF STORAGE AREAS FOR CLERK DEPARTMENT

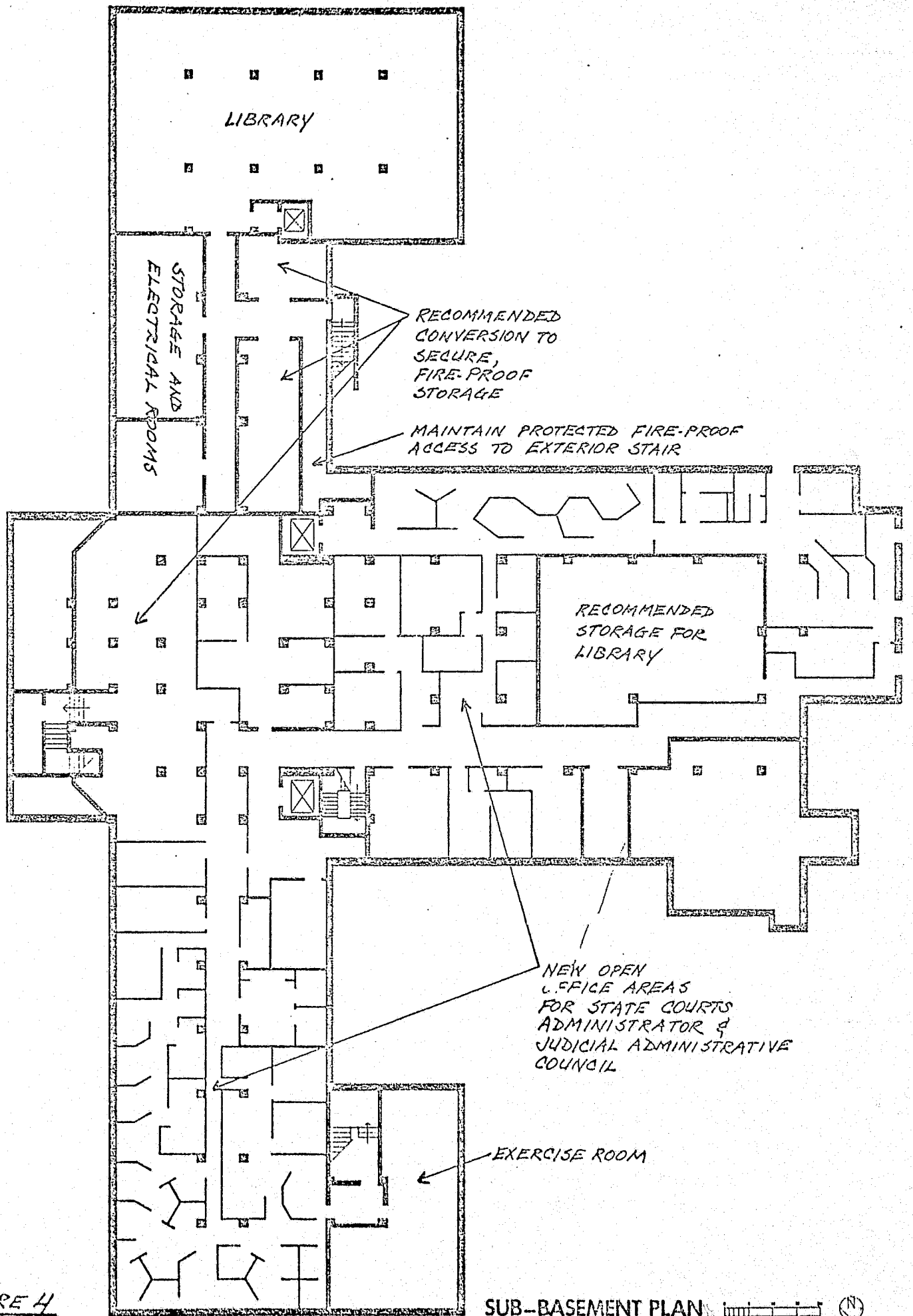


FIGURE 4

SUB-BASEMENT PLAN

STATE TREASURER  
STATE FIRE MARSHAL  
INSURANCE COMMISSIONER

February 23, 1977

Chief Justice Ben Overton  
Florida Supreme Court  
Supreme Court Building  
Tallahassee, Florida 32304

ATTENTION: Tony Smilgin, Marshal



Office of  
State Fire Marshal

Larson Building  
STATE OF FLORIDA  
TALLAHASSEE 32304

Re: Supreme Court Building  
Tallahassee, Florida  
File No. S-13-018  
Inspection Code: 591  
1 Building

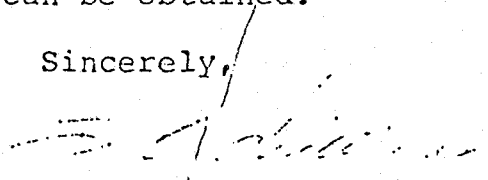
Dear Sir:

A Fire Safety Inspection of the subject facility was conducted on February 16, 1977 by D. C. Williams, State Fire Protection Specialist, accompanied by Mr. Tony Smilgin, Marshal.

Fire safety deficiencies found in the building and the recommendations to correct same are enclosed. Deficiencies noted are those items which were found to be in violation of either the Florida Statutes, the State Fire Marshal's Rules and Regulations, or the standards promulgated by the National Fire Protection Association. Specific references will be provided upon request. Please notify this office when each deficiency has been corrected.

The writer would like to take this opportunity to thank Mr. Smilgin for the assistance given me during this inspection. It is through such cooperation that the desired results can be obtained.

Sincerely,

  
D. C. Williams  
State Fire Protection Specialist

DCW:tb  
Enclosure  
cc: Olin L. Greene, Director  
Chief Earl Levy, Tallahassee  
Fire Department

FIRE SAFETY INSPECTION REPORT

Re: Supreme Court Building  
Tallahassee, Florida  
File No. S-13-018  
Inspection Code: 591  
1 Building

1. LOCATION: Air handling equipment.

*Handwritten:* DEFICIENCY: Air handling units with the exception of the unit located in the northwest basement area, are not equipped with automatic shut down devices for fans in the event of fire and smoke.

ACTION TO CORRECT: Provide approved smoke detectors as required for units having capacities in excess of 15,000 cubic feet per minute. Heat detectors are acceptable for units having capacities of 2,000 to 15,000 cubic feet per minute; however, smoke detectors are recommended for units within this range where there are no existing devices, because of early detection and shut down capabilities.

② LOCATION: Attic, Mechanical Equipment Area.

*Handwritten:* SHOP BUILT METAL DOORS TO STAIRS ARE NOT  
DEFICIENCY: Shop built metal doors to stairs are not rated fire doors, and there is no evidence of construction methods to objectively and subjectively evaluate their fire resistance integrity, if any.

ACTION TO CORRECT: Replace these doors with listed, "B" labeled, 1½ hour rated fire doors.

③ LOCATION: Attic, Mechanical Equipment Area, Elevator Control Room

*Handwritten:* DEFICIENCY: Metal panel on the fire door protecting the opening through the fire rated wall has deteriorated from rust.

ACTION TO CORRECT: Replace the door with a listed "B" labeled, 1½ hour rated fire door to restore the fire resistive integrity of the equipment room.

⑧ LOCATION: Air Handling Room, North Basement Area

DEFICIENCY: The air handling room is not properly separated from the other areas of the building.

11/5/ ACTION TO CORRECT: Provide minimum one hour fire resistive separation from other areas of the building, with openings therein protected per NFPA Pamphlet No. 80, Fire Doors and Windows.

⑨ LOCATION: Main Electrical Distribution Room

OK DEFICIENCY: (a) Metal doors and hardware which are intended to protect the opening in the north wall do not properly close, and (b) the wooden door (south wall) opening into the court administrative offices is the soft spot in the fire protective enclosure.

OK ACTION TO CORRECT: Adjust doors and hardware or replace components as necessary so that doors and hardware operate freely and automatically close as originally designed. Replace the wood door with a listed "B" labeled, 1½ hour fire rated door assembly.

⑩ LOCATION: Mechanical - Boiler Room, Sub-Basement Area

2nd floor - hall  
7  
DEFICIENCY: Previous fire protection surveys have cited this area for inadequate fire protective separation from the adjacent area which was used for office functions by the State Library. The room is presently vacant and, if it remains so, adequate separation from the main area of the building can be achieved by simply repairing or replacing the self-closers and insuring positive latching of the existing metal doors into the old library area. Considering the location of these doors in conjunction with surrounding construction, it appears that such arrangement was intended by the original design.

11. LOCATION: Mechanical Equipment Room, Basement Center Section (under rotunda).

DEFICIENCY: (a) The new fire door was not equipped with a self closing device and the door was open and (b) while some combustible materials have been removed since the previous inspection, the room continues to be used as a storage area for large amounts of combustibles.

ACTION TO CORRECT: (a) Provide a closing device approved for fire door installation to keep the door closed and (b) remove combustible materials from this room.

12. LOCATION: Storage room, adjacent to mechanical equipment room, basement center section (under rotunda).

DEFICIENCY: This room is being used as a major storage area for combustible materials and is not properly separated from other areas of the building.

ACTION TO CORRECT: Provide minimum one hour fire rated separation by replacing the hollow core door with a listed "B" labeled, 1 hour rated fire door and insure that any wall penetration is sealed.

13. LOCATION: Vertical openings through floors.

DEFICIENCY: Stairways penetrate floor slabs and constitute unprotected vertical openings in the south wing and in two areas west of the rotunda. Floors are not separated horizontally in some sections due to louvers in walls above doors and/or through doors. Vision panels are plain glass glazed by wood frames.

ACTION TO CORRECT: Openings may be either enclosed or cut off at the most convenient level, depending on whether they are designated as required exits. Louvers should be replaced by construction having fire ratings at least equivalent to surrounding construction and vision panels should be approved wired glass set in steel frames. This deficiency should be coordinated with a complete plan for the marking the safest and most direct exiting routes from the building. This office will be glad to assist with planning these corrections.



14. LOCATION: Throughout the building.

DEFICIENCY: Insufficient exit marking.

1/16/57  
ACTION TO CORRECT: Provide exit signs and directional signs incorporating arrows to clearly mark each exit and ways of access thereto. See Item 13, above.

15. LOCATION: Throughout the building.

DEFICIENCY: Existing exit signs inoperative.

*Examine 7  
Item 14*  
ACTION TO CORRECT: Replace bulbs or repair signs as necessary.

?  
16. LOCATION: Second floor, northeast section of the building.

*30' Dead  
End  
to  
Exit  
Call 2/11*  
DEFICIENCY: The travel distance from the most remote point of this area to the first accessible exit (the northeast stairway) exceeds the 50 foot maximum travel distance allowable for a single means of egress.

ACTION TO CORRECT: Provide an approved second exit directly located adjacent to existing exit to eliminate the excessive dead-end pocket.

17. LOCATION: Throughout the building

*1/16/57*  
DEFICIENCY: Existing fire doors are left open and some doors are equipped with fusible link hold open devices which delay closing until sufficient heat accumulates to fuse the link. Several fire doors are rusted through and some door closers do not operate properly and will not fully close and latch the doors.

ACTION TO CORRECT: Remove fusible links where they exist and insure that fire doors remain closed at all times. Repair or replace doors, closers and/or latching hardware as necessary. This office will be glad to assist in planning for these corrections as same are involved in the overall exiting patterns from the building.

18. LOCATION: North stairway, basement, adjacent to Justice Ervin's offices.

DEFICIENCY: The stair enclosure is used for storage of combustible materials, the fire door is kept open by a wedge, and the fire door is rusted through from the stair side.

*Handwritten note:*  
ACTION TO CORRECT: Remove the storage from the stair enclosure, replace the existing door with a listed, "B" labeled, 1½ hour fire door. The existing door offers some, although inadequate, protection of this stair and it is imperative that it remains closed as the enclosure is a required exit from all floors above.

- 2 19. LOCATION: South Wing

DEFICIENCY: There are no second means of exiting.

*Handwritten note:*  
ACTION TO CORRECT: Provide approved exiting. This office will be glad to assist with exit plans for these areas as well as others as indicated elsewhere in this report.

20. LOCATION: Basement, north mezzanine storage.

*Handwritten note:*  
DEFICIENCY: The sprinkler control valve is not protected against tampering.

ACTION TO CORRECT: Provide electrical supervision, lock valve in the open position, or install a locked cage around the valve to preclude inadvertent or intentional closing of the supply valve resulting in a disabled system.

21. LOCATION: Fire hose cabinet adjacent to air handling unit #3, basement north.

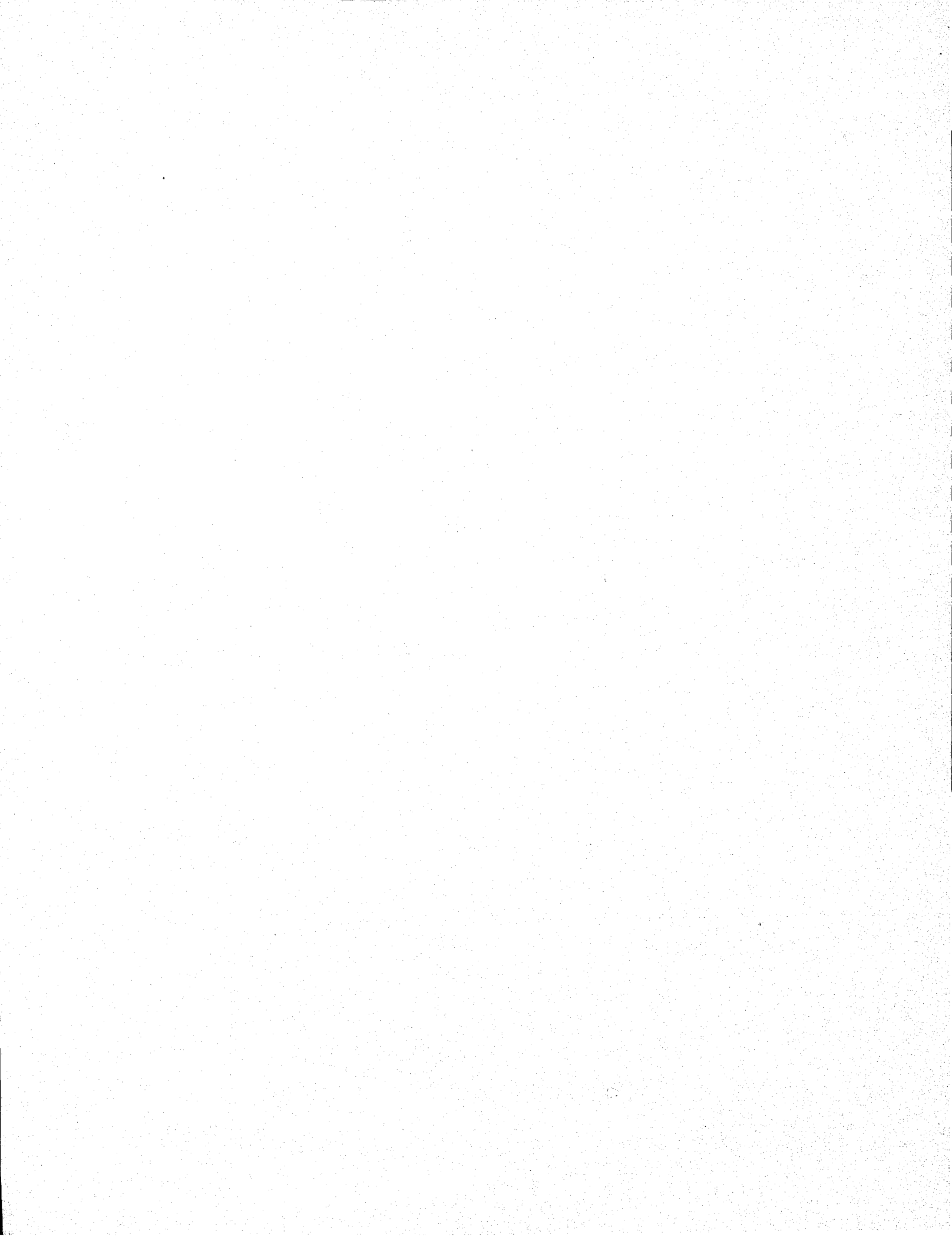
*Handwritten note:*  
DEFICIENCY: The fire hose is badly mildewed with resulting deterioration.

ACTION TO CORRECT: Check the supply valve for leakage and repair as necessary. Replace the fire hose.

22. LOCATION: Basement, North, Mezzanine Storage Area

DEFICIENCY: Mezzanine storage area is not completely sprinklered in accordance with the intent of plans approval for renovation of this area. Ignition occurring in the north portion of this ~~will~~ area will overwhelm the existing partial sprinkler system and will probably cause extensive water damage while the ignition source is not extinguished.

*1-15-74*  
*1-15-74*  
ACTION TO CORRECT: Provide complete protection of the area in accordance with the original intent, which was to provide fire protection for the storage mezzanine in lieu of a fire resistive enclosure. The latter alternative was not feasible according to the architect.



**END**