

APPENDIX 3

Equipment Analysis Spreadsheets for:

(CIM) California Institution for Men

(CIW) California Institution for Women

(CMC) California Men's Colony

(CMF) California Medical Facility

(COR) California State Prison, Corcoran

(DVI) Deuel Vocational Institution

(LAC) California State Prison, Los Angeles County

(MCSP) Mule Creek State Prison

(RJD) Richard J. Donovan Correctional Facility at Rock Mountain

(SAC) California State Prison, Sacramento

Equipment Analysis Spreadsheet

Facility		California Institute of Men															
Date	9/25/2008																
Type	Medical Records																
Location	In Patient records at Minimum Security																
Manager	K. A. Greenough																
Mobile Shelving																	
Height	Length	Depth	Levels	Quantity	Lineal In.	Lineal ft.	Lineal In.	Lineal ft.	Levels	Quantity	Lineal In.	Lineal ft.					
76	36	12			0	0	2376	198	6	11	0	0					
76	42	12			0	0	0	0			0	0					
76	48	12			0	0	0	0			0	0					
76	36	24			0	0	0	0			0	0					
76	42	24			0	0	0	0			0	0					
76	48	24			0	0	0	0			0	0					
86	36	13.5			0	0	0	0			0	0					
86	42	12			0	0	0	0			0	0					
86	48	12			0	0	0	0			0	0					
86	36	24			0	0	0	0			0	0					
86	42	24			0	0	0	0			0	0					
				Subtotal	0	0	2376	198	Subtotal	11	2376	198					
Stationary Shelving																	
Height	Length	Depth	Levels	Quantity	Lineal Ft	Cubic Ft	Lineal Ft	Cubic Ft	Length	Depth	Levels	Quantity	Lineal Ft	Cubic Ft			
	15	12	1		0	0	0	0	15	12	1		0	0			
	24	12	1		0	0	0	0	24	12	1		0	0			
				Subtotal	0	0	0	0					0	0			
Box Storage																	
Equipment	Lineal Feet	Square Feet	Cubic Feet	Lineal Feet	Cubic Feet	Lineal Feet	Cubic Feet	Lineal Ft	Cubic Ft	Length	Depth	Levels	Quantity	Lineal Ft	Cubic Ft		
Mobile Shelving	0	0		0		0		0		0	0			0			
Static Shelving	198	41.25		198	41.25	0		198	41.25	0	0			0			
Lateral Cabinets	0	0		0		0		0		0	0			0			
Boxes	0	0		0		0		0		0	0			0			
TOTALS	198	41.25	0	198	41.25	0	0	198	41.25	0	0	0	0	0	0		
Cabinet Storage																	
Equipment	Lineal Feet	Square Feet	Cubic Feet	Lineal Feet	Cubic Feet	Lineal Ft	Cubic Ft	Length	Depth	Levels	Quantity	Lineal Ft	Cubic Ft	Length of Drawer	No. of Drawers	No. of Cabinets	Lineal Ft
Mobile Shelving	0	0		0		0		0	0			0		24			0
Static Shelving	198	41.25		198	41.25	0		15	36			0		36			0
Lateral Cabinets	0	0		0		0						0					0
Boxes	0	0		0		0						0					0
TOTALS	198	41.25	0	198	41.25	0	0	NA	NA	NA	NA	0	0	NA	NA	0	0
TOTALS																	
SQUARE FOOTAGE																	
Equipment	Lineal Feet	Square Feet	Cubic Feet	Lineal Feet	Cubic Feet	Lineal Ft	Cubic Ft	Lineal Ft	Cubic Ft	Lineal Ft	Cubic Ft	Lineal Ft	Cubic Ft	Lineal Ft	Cubic Ft	Lineal Ft	Cubic Ft
Mobile Shelving	0	0		0		0		0		0		0		0		0	
Static Shelving	198	41.25		198	41.25	0		198	41.25	0		198	41.25	0		198	41.25
Lateral Cabinets	0	0		0		0		0		0		0		0		0	
Boxes	0	0		0		0		0		0		0		0		0	
TOTALS	198	41.25	0	198	41.25	0	0	198	41.25	0	0	198	41.25	0	0	198	41.25
COMMENTS																	
Out of shelving space; immediate need for more shelves; files are being stacked on top of the shelving and on desks																	
Shelving																	
Lateral File Cabinets are in good shape																	
Mobile																	
NA																	
Boxes																	
NA																	
Folders																	
Folders are in excellent shape; The director has them custom made by PI																	

Facility California Institute of Men
 Date 9/25/2008
 Type Medical Records
 Location In Patient records in Connex Trailer 2
 Manager K. A. Greenough

Equipment Analysis Spreadsheet

Mobile Shelving				Stationary Shelving				Box Storage				Cabinet Storage						
Height	Length	Depth	Levels	Quantity	Lineal In.	Lineal ft.	Levels	Quantity	Lineal Ft	Cubic Ft	Length of Drawer	No. of Drawers shelves	No. of Cabinets	Lineal Ft				
76	36	12			0	0			0	0	24			0				
76	42	12			0	0			0	0	36	7	26	546				
76	48	12			0	0			0	0	Subtotal	7	26	546				
76	36	24			0	0			0	0	TOTALS							
76	42	24			0	0			0	0								
76	48	24			0	0			0	0								
86	36	13.5			0	0			0	0								
86	42	12			0	0			0	0	SQUARE FOOTAGE							
86	48	12			0	0			0	0								
86	36	24			0	0			0	0								
86	42	24			0	0			0	0								
			Subtotal	0	0	0	Subtotal	0	0	0	546	78	0	0				
			Equipment	Lineal Feet	Square Feet	Cubic Feet	Depth	Width	Qty	Square Feet								
			Mobile Shelving	0	0	0												
			Static Shelving	0	0	0												
			Lateral Cabinets	546	78						12	36	26	78				
			Boxes	0	0	0					NA	NA	NA	NA				
			TOTALS	546	78	0					NA	NA	NA	NA				

COMMENTS
Steel containers are extremely hard to access, no lights, windows, heat or air conditioning; the lock is very difficult to operate
Shelving is in good shape; new from prison industries; 13 cabinets are empty for future growth
NA
Boxes of new supplies are stacked in front of shelving impeding access
Folders are in good shape; years 02-06

Equipment Analysis Spreadsheet

Facility California Institute of Men
Date 9/25/2008
Type Medical Records
Location Out Patient records in Minimum Security
Manager K. A. Greenough

		Mobile Shelving				Stationary Shelving				Box Storage				Cabinet Storage								
Height	Length	Depth	Levels	Quantity	Lineal In.	Lineal ft.	Levels	Quantity	Lineal In.	Lineal ft.	Height	Length	Depth	Levels	Quantity	Lineal Ft	Cubic Ft	Length of Drawer	No. of Drawers shelves	No. of Cabinets	Lineal Ft	
76	36	12			0	0	6	22	4752	396	Box	15	12	1	6	8	7.2	24			0	
76	36	12			0	0	7	3	756	63	Box	24	12	1				36			0	
76	48	12			0	0			0	0											0	
76	36	24			0	0			0	0											0	
76	42	24			0	0			0	0											0	
76	48	24			0	0			0	0											0	
86	36	13.5			0	0			0	0											0	
86	42	12			0	0			0	0											0	
86	48	12			0	0			0	0											0	
86	36	24			0	0			0	0											0	
86	42	24			0	0			0	0											0	
				Subtotal	0	0	Subtotal	25	5508	459												
TOTALS																						
					Lineal Feet	Square Feet	Cubic Feet				Equip ment	Lineal Feet	Square Feet	Cubic Feet				Depth	Width	Qty	Square Feet	
					Mobile Shelving	0	0				Mobile Shelving	0	0									
					Static Shelving	459	75				Static Shelving	459	75					12	36	25	75	
					Lateral Cabinets	0	0				Lateral Cabinets	0	0									0
					Boxes	8	7.2				Boxes	8	7.2					NA	NA	NA	NA	
					TOTALS	467	75	7.2			TOTALS	467	75	7.2								

COMMENTS Very cramped space
Shelving Very poor shape, various types; various levels
Mobile NA
Boxes Boxes stored under kitchen table

Equipment Analysis Spreadsheet

Facility California Institute of Men
Date 9/25/2008
Type Medical Records
Location Delnorte East Yard
Manager K. A. Greenough

		Mobile Shelving				Stationary Shelving				Box Storage				Cabinet Storage							
Height	Length	Depth	Levels	Quantity	Lineal In.	Lineal ft.	Levels	Quantity	Lineal In.	Lineal ft.	Length	Depth	Levels	Quantity	Lineal Ft	Cubic Ft	Length of Drawer	No. of Drawers shelves	No. of Cabinets	Lineal Ft	
76	36	12			0	0			0	0	Box	15	12		0	0	24			0	
76	36	12			0	0			0	0	Box	24	12	1			36	7	2	42	
76	48	12			0	0			0	0					0	0	Subtotal	7	2	42	
76	36	24			0	0			0	0											
76	42	24			0	0			0	0											
76	48	24			0	0			0	0											
TOTALS																					
86	36	13.5			0	0			0	0	Equipment	Lineal Feet	Square Feet	Cubic Feet			Depth	Width	Qty	Square Feet	
					0	0			0	0	Mobile Shelving	0	0								
					0	0			0	0	Static Shelving	0	0								0
					0	0			0	0	Lateral Cabinets	42	6				12	36	2	6	
					0	0			0	0	Boxes	0					NA	NA	NA	NA	
					0	0			0	0	TOTALS	42	6	0	0	0	NA	NA	NA	NA	

COMMENTS	Remote location
Shelving	Cabinets are in decent shape
Mobile	NA
Boxes	NA

Equipment Analysis Spreadsheet

Facility California Institute of Men
Date 9/25/2008
Type Medical Records
Location Central Yard Medical Records
Manager Romona Gruposso; April James

Mobile Shelving			Stationary Shelving				Box Storage				Cabinet Storage							
Height	Length	Depth	Levels	Quantity	Lineal In.	Lineal ft.	Levels	Quantity	Lineal Ft	Cubic Ft	Length of Drawer / shelf	No. of Drawers / shelves	No. of Cabinets	Lineal Ft				
76	36	12			0	0			0	0	24			0				
76	36	12			0	0			0	0	36	6	28	504				
76	48	12			0	0			0	0	Subtotal	6	28	504				
76	36	24			0	0			0	0	TOTALS							
76	42	24			0	0			0	0								
76	48	24			0	0			0	0								
86	36	12			0	0			0	0								
86	42	12			0	1728	6	8	0	144	Equipment	Lineal Feet	Square Feet	Cubic Feet				
86	48	12			0	0			0	0	Mobile Shelving	0	0	0				
86	42	12			0	0			0	24	Static Shelving	144	24	24				
86	48	12			0	0			0	84	Lateral Cabinets	504	28	84				
86	36	24			0	0			0	0	Boxes	0	NA	NA				
86	42	24			0	0			0	0	TOTALS	648	108	0				
					Subtotal	0	0	8	1728	144								

COMMENTS Shelving is arranged along the walls causing long walks for file retrieval, reconfiguration will help capacity and efficiency
Shelving Cabinets are in decent shape; stationary shelving in back room is in poor condition
Mobile NA
Boxes NA

Equipment Analysis Spreadsheet

Facility California Institute of Women
Date 9/29/2008
Type Medical Records
Location Medical Records Dep't System 1
Manager Angela Allen-Supervisor

Mobile Shelving										Stationary Shelving					Box Storage					Cabinet Storage			
Height	Length	Depth	Number of Levels	Quantity of sections	Lineal In.	Lineal ft.	Number of Levels	Quantity of sections	Lineal In.	Lineal ft.	Height	Length	Depth	Number of Levels	Quantity of Boxes	Lineal Ft	Cubic Ft	Length of Drawer	Number of Drawers	Number of Cabinets	Lineal Ft		
76	36	12			0	0			0	0	Box	15	12	1				24			0		
76	42	12			0	0			0	0	Box	24	12	1				36			0		
76	48	12			0	0			0	0													
76	36	24	7	15	7560	630			0	0													
76	42	24			0	0			0	0													
76	48	24			0	0			0	0													
86	36	13.5			0	0			0	0													
86	42	12			0	0			0	0													
86	48	12			0	0			0	0													
86	36	24			0	0			0	0													
86	42	24			0	0			0	0													
TOTALS																							
TOTALS																							
TOTALS																							

Equipment	Lineal Feet	Square Feet	Cubic Feet	Notes	Depth	Width	Qty	Square Feet
Mobile Shelving	630	150			10	15		150
Static Shelving	0	0						0
Lateral Cabinets	0	0						0
Boxes	83		74.4		NA	NA	NA	
TOTALS	713	150	74.4					

COMMENTS
 Mobile system is not being utilized as a mobile. Two carriages have been taken off the tracks and are sitting on wood 4x4's as stationary units. The other carriages have been spread part so there is an aisle in between each one

Shelving
 Is reusable; 7-levels of light gray four post

Mobile
 See comments above

Boxes
 over 60 boxes of records in the department. These are volumes

Folders
 Folders are in poor shape. Department utilizes "light blue" charts purchased from an outside vendor for In-Patient records

Equipment Analysis Spreadsheet

Facility California Institute of Women
Date 9/29/2008
Type Medical Records
Location Medical Records Dep't System 2
Manager Angela Allen-Supervisor

Mobile Shelving				Stationary Shelving				Box Storage				Cabinet Storage										
Height	Length	Depth	Number of Levels	Quantity of sections	Lineal In.	Lineal ft.	Number of Levels	Quantity of sections	Lineal In.	Lineal ft.	Height	Length	Depth	Number of Levels	Quantity of Boxes	Lineal Ft	Cubic Ft	Length of Drawer	Number of Drawers	Number of Cabinets	Lineal Ft	
76	36	12	7	1	252	21			0	0	Box	15	12	1		0	0	24			0	
76	42	12			0	0			0	0	Box	24	12	1		0	0	36			0	
76	48	12			0	0			0	0												
76	36	24	7	4	2016	168			0	0						0	0				0	
76	42	24			0	0			0	0												
76	48	24			0	0			0	0												
86	36	13.5			0	0			0	0	Mobile Shelving	168	56	NA				4	1.4		56	
86	42	12			0	0			0	0	Static Shelving	0	0	NA								0
86	48	12			0	0			0	0	Lateral Cabinets	0	0									0
86	36	24			0	0			0	0	Boxes	0						NA	NA	NA		
86	42	24			0	0			0	0	TOTALS	168	56	0				NA	NA	NA		
			Subtotal	0	2268	189	Subtotal	0	0	0												
TOTALS											SQUARE FOOTAGE											

COMMENTS
Shelving Do not reuse; unknown manufacturer
Mobile Poor shape; unknown manufacturer; not recommended to reuse
Boxes NA
Folders Department utilizes "light blue" charts purchased from an outside vendor for In-Patient records

Facility California Institute of Women
 Date 9/29/2008
 Type Medical Records
 Location Connex
 Manager Angela Allen-Supervisor

Equipment Analysis Spreadsheet

Mobile Shelving										Stationary Shelving						Box Storage						Cabinet Storage			
Height	Length	Depth	Number of Levels	Quantity of sections	Lineal In.	Lineal ft.	Number of Levels	Quantity of sections	Lineal In.	Lineal ft.	Height	Length	Depth	Number of Levels	Quantity of Boxes	Lineal Ft	Cubic Ft	Length of Drawer	Number of Drawers	Number of Cabinets	Lineal Ft				
76	36	12			0	0			0	0	Box	15	12	1	190	253	228	24			0				
76	42	12			0	0			0	0	Box	24	12	1				36			0				
76	48	12			0	0			0	0				Subtotal	0	253	228	Subtotal	0	0	0				
76	36	24			0	0			0	0															
76	42	24			0	0			0	0															
76	48	24			0	0			0	0															
86	36	13.5			0	0			0	0															
86	42	12			0	0			0	0															
86	48	12			0	0			0	0															
86	36	24			0	0			0	0															
86	42	24			0	0			0	0															
			Subtotal	0	0	0	Subtotal	0	0	0	TOTALS	253	0	228				253	0	228					
TOTALS																									
SQUARE FOOTAGE																									
											Equipment	Lineal Feet	Square Feet	Cubic Feet	Notes	Depth	Width	Qty	Square Feet						
											Mobile Shelving	0	0	NA					0						
											Static Shelving	0	0	NA					0						
											Lateral Cabinets	0	0						0						
											Boxes	253		228					NA						
											TOTALS	253	0	228											

COMMENTS
Ceiling leaks per Angela Allen
No shelving. Boxes are stacked four high on plastic pallets
Mobile NA
Boxes Good shape but will begin crushing over time since they are stacked on top of each other
Folders

Facility California Institute of Women
 Date 9/29/2008
 Type Medical Records
 Location Back Room
 Manager Angela Allen-Supervisor

Equipment Analysis Spreadsheet

Mobile Shelving										Stationary Shelving					Box Storage					Cabinet Storage			
Height	Length	Depth	Number of Levels	Quantity of sections	Lineal In.	Lineal ft.	Number of Levels	Quantity of sections	Lineal In.	Lineal ft.	Height	Length	Depth	Number of Levels	Quantity of Boxes	Lineal Ft	Cubic Ft	Length of Drawer	Number of Drawers	Number of Cabinets	Lineal Ft		
76	36	12			0	0			0	0	Box	15	12	1		0	0	24			0		
76	42	12			0	0			0	0	Box	24	12	1		0	0	36			0		
76	48	12			0	0			0	0				Subtotal	0	0	0	Subtotal	0	0	0		
76	36	24			0	0			0	0													
76	42	24			0	0			0	0													
76	48	24			0	0			0	0													
86	36	12			0	0	6	4	864	72	Mobile Shelving	0	0	NA									
86	42	12			0	0			0	0	Static Shelving	72	0	NA									
86	48	12			0	0			0	0	Lateral Cabinets	0	0										
86	36	24			0	0			0	0	Boxes	0		0				NA	NA	NA			
86	42	24			0	0	Subtotal	4	864	72	TOTALS	72	0	0				NA	NA	NA			
					Subtotal	0	0	0	864	72													

TOTALS

COMMENTS
Shelving Nut and bolt shelving used for supplies and incomplete In-Patient charts that won't fit in mobile shelving
Mobile Good shape; unknown manufacturer; not recommended to reuse
Boxes NA
Folders Department utilizes "light blue" charts purchased from an outside vendor for In-Patient records