

2025

# Southwest District Health Space Allocation Report

PREPARED FOR SOUTHWEST DISTRICT HEALTH  
AUGUST 2025



CLEARWATER  
— FINANCIAL —

amanda swails  
**DESIGN**



# SPACE ALLOCATION REPORT

## Overview

This report assesses space allocation and the general layout of each SWDH owned facility. Data were collected through facility tours and interviews with staff and department heads. The evaluation consisted of visual site inspections only and should not be considered a formal building inspection. This document provides a general overview based on those brief visits and presents the findings accordingly. All existing square footage has been estimated based on sketches and floor plans provided by SWDH. No field measuring has occurred.

## Recommended Square Footages

The following chart shows recommended square footages according to industry best practices and the “State of Idaho Office Space Standards” from 2020. These figures do not include a 30% loading factor for circulation and other accessory uses.

Room Type	Occupancy	Recommended Square Footage
Waiting Area*	1 seat	10 sf
Square footage does not include hallways and other circulation	4 seats	40 sf
	8 seats	80 sf
Reception, transaction counter*	1 seat	64 sf
Open Office Small Cubicle - For part-time employees*	1 seat	36 sf
Open Office Medium Cubicle - For typical employees, single occupant*	1 seat	64 sf
Open Office Large Cubicle - For employees requiring a larger work surface or 1- 2 visitors*	1	80 sf
Private Office Small - For employees requiring confidentiality/ privacy and 1-3 visitors*	1	120 sf
Private Office Medium - For employees requiring confidentiality/ privacy and 4-6 visitors*	1	160 sf
Private Office Large - For employees requiring confidentiality/ privacy and 8-10 visitors*	1	240 sf
Conference Room*	8 seats	160 sf
	12 seats	260 sf
	20 seats	450 sf
Clinic Exam Room	1	120 sf
BH Exam/Office (Counseling Room)	1	160 sf
WIC Exam Room	1	160 sf
Nurse’s Hallway Station	1	36 sf

*Please note:  
These square footage guidelines are best suited for new construction; existing buildings often can’t match these exact figures due to inherent constraints and limitations. Treat them as suggestions rather than rules, since renovations to meet these standards may be costlier than retaining current sizes.*

\*[State of Idaho Office Space Standards](#), Department of Administration Division of Public Works, [01.07.2020]

# SPACE ALLOCATION STANDARDS

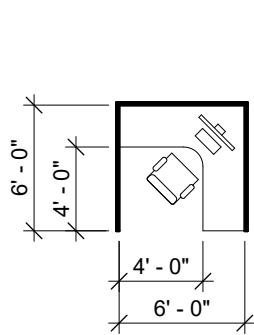
The "State of Idaho Office Space Standards" further specifies office size limits based on the type of employee, as detailed in their table below. In defining room types, this report does not consider the employee's job title occupying the room. This report assigns room types according to the existing square footage of each room rather than the occupant's job title, such as Division Administrator or Division Manager. A future evaluation with current staffing data could assess this more accurately.

SPACE ALLOCATION STANDARDS WORKSHEET						Jan. 7, 2020	
AGENCY:			LOCATION:				
CURRENT SQ FT:			PROJECTED SQ FT:				
CURRENT FTE:			PROJECTED FTE:				
Area/Room	# of	SF /	Total	Hard Walls or	#Data	#Phone	Remarks
	FTE*			Open Office	Ports	Ports	
<b>HARD WALL OFFICE:</b>							
Director of Department	0	240	0				Average 150 SF & no more than 10% of work spaces
Deputy Director	0	160	0				
Division Administrator	0	160	0				
Bureau Chief/Director of Brd	0	115	0				
Regional/Division Mangers	0	115	0				
Staff Attorney	0	115	0				
<b>OPEN OFFICE AREA:</b>							
Supervisor/Professional 80-96 SF	0	96	0				Average open office workspace 64 SF (8'x8')
Case Worker 64-80 SF	0	80	0				
Technical 48-64 SF	0	64	0				
Clerical Staff 48-64 SF	0	64	0				
Clerical Pool 36-48 SF	0	48	0				
Receptionist	0	64	0				(staff in office less than 60% of time)
Adjunct Desk Area/Field							
Worker/Data Entry 36-48 SF	0	48	0				
Other: Anticipated growth	0	80	0				
<b>SPECIALTY AREAS:</b>							
Waiting Area/per person	0	10	0	Open Office			conf. rooms should be occupied 15hrs or more per week
Large Conference/per person		15	0	Hard wall			
(joint use among Agencies encouraged)							
Small conf 4 to 8 seats		20	0				
File Storage (active files only, typically along interior circulation)			0				
Classroom/ per person		30	0	Hard wall			inactive files stored off site
Library			0	Hard Wall			
Mail Room		100	0	Hard Wall			
Computer/Phone Rm			0	Hard Wall			
Laboratory		900	0	Hard Wall			
Equipment storage room			0	Hard Wall			(not in finished area)
Other:			0				
Total Net Square Feet (NSF)			0				
Circulation Factor	0.25		0				
<b>TOTAL Dept. Gross Square Footage(DGSF)</b>			<b>0</b>	<b>Add 15% = 0</b>		<b>BLDG Gross SF</b>	
Open Office space is the standard design approach. Hard walled offices for staff below the Staff Attorney level require written justification. Average SF per workspace (open office & hard wall office) 80 SF. Endeavor to stay within 215 DGSF per FTE for entire space.							
Parking Required: Employee: _____ Client: _____ Staff: _____ State: _____							
Prepared By: _____ Date: _____							
Authorized by: _____ Date: _____							
FTE is a full time Employee Restrooms are usually a part of common area							

Table Data: [Space Allocation Standards Worksheet](#), [State of Idaho Office Space Standards](#),  
Department of Administration Division of Public Works, [01.07.2020]

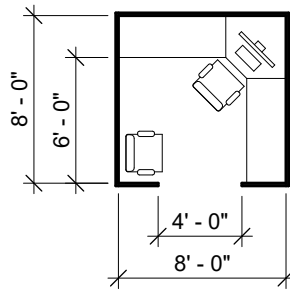
# OFFICE FLOOR PLANS

Office space layout examples following "State of Idaho Office Space Standards, 2020."



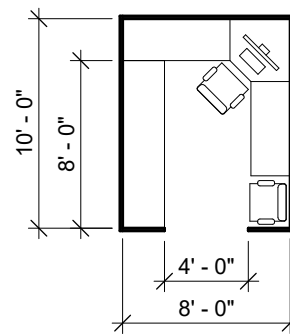
**Open Office  
Small Cubicle  
36 nsf**

*For part-time employees  
or those who work mainly,  
outside the office.*



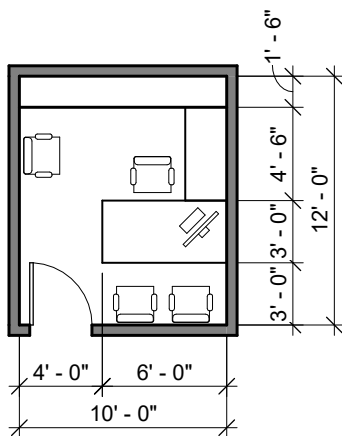
**Open Office  
Medium Cubicle  
64 nsf**

*For typical employees,  
single occupant.*



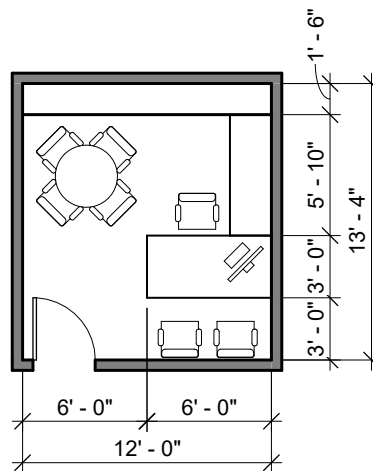
**Open Office  
Large Cubicle  
80 nsf**

*For employees requiring  
a larger work surface,  
storage or 1- 2 visitors.*



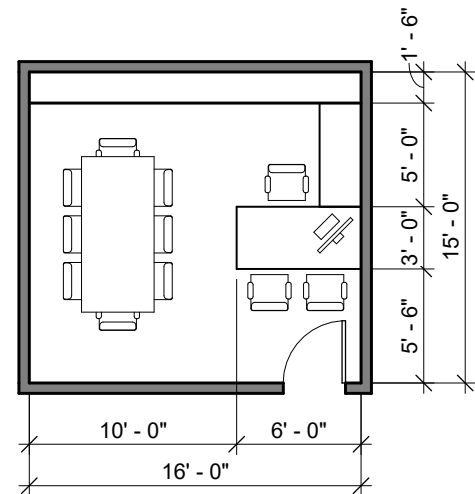
**Private Office Small  
120 nsf**

*For employees requiring  
confidentiality/privacy  
and 1-3 visitors.*



**Private Office Medium  
160 nsf**

*For employees requiring  
confidentiality/privacy  
and 4-6 visitors.*



**Private Office Large  
240 nsf**

*For employees requiring  
confidentiality/privacy  
and 8-10 visitors.*

# CALDWELL OFFICE

SWDH Main Office  
All SWDH Services - Canyon County  
13307 Miami Lane  
Caldwell, ID 83607



## FACILITY DESCRIPTION

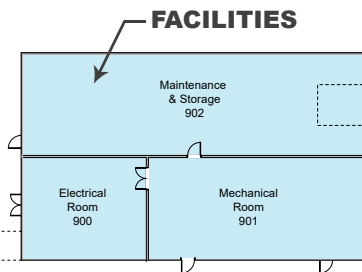
- The South side of the building serves the public directly with Clinical Services and WIC Programs. There is also a large Community Room for events.
- The North side of the building serves the less direct public Divisions. It houses the Environmental Health Division, which primarily operates through on-site inspections. Additional areas are Administration, Finance, Emergency Preparedness, IT, Shipping/Receiving, and support spaces.
- The central core of the building houses Community Health Programming and Epidemiology (PHEPER).
- The East side has a separate building for Mechanical and Electrical Rooms, and a large Maintenance Room used for storage. The mechanical and electrical systems are connected to the main building by an overhead link.

## FACILITY SPACE ALLOCATION

There are storage inefficiencies throughout the building, with some divisions overcrowded and others underutilized. Much of the storage is in the separate Facilities building, making materials hard to access. Improved organization and better storage solutions are needed for materials like brochures and exercise bands.

Standardizing conference room software and equipment such as microphones, cameras, and displays can help ensure consistent performance for hybrid meetings and other events. Consistent IT infrastructure throughout all SWDH locations is essential.

Maximize community room use for SWDH and the public. Provide a sign-up method and clear reservation guidelines for all users.



### Clinic Services

The Caldwell Office is the main clinic location for SWDH. Its layout is very functional and has space to grow. However, they would like to relocate their Infectious Disease room. Room 204 is currently designated for this purpose, but its location may increase the risk of exposure within the building. A proper Infectious Disease Room that is accessed directly from outside and has a negatively pressured HVAC system will ensure airborne illnesses are contained and exhausted externally. This configuration could be implemented by adding an exterior door to Room 236 and adjusting the room's ventilation system.

### WIC Services

The Caldwell Office is the largest WIC location and serves as the storage hub for all sites. Space is limited, especially for breastfeeding equipment and handout materials. The current office layout and furniture hinder staff-participant interaction; smaller tables and more comfortable seating could help. Participants are young families, whose babies require a lot of gear (ex. Strollers, diaper bags, etc.) and often have siblings in tow. Adding child-friendly toys, books, and play areas would help occupy siblings during appointments. Extra maneuvering space is helpful in hallways and within WIC rooms.

### Community Facilities & Environmental Health

The Caldwell Office serves as the home base for Community Facilities and Environmental Health with inspectors conducting much of their work in the field. The staff workspace is heavily condensed compared to other SWDH departments, but it is not always occupied because inspectors mainly work off-site. There are layout inefficiencies, and some private offices are unused and have yet to be reassigned. Reconfiguring cubicles to decrease congestion, reallocating unused offices, and improving sound privacy is needed. This area is shown in further detail are on the next page.

### Community Health

The Caldwell Office is the planning hub for Community Health, which mainly operates through community outreach and partnerships. Staff depend on off-site locations for meetings, but these spaces are often inadequate. Dedicated, branded community meeting rooms with reliable hybrid meeting infrastructure is desired. Storage improvements and organization within the Caldwell Office are also needed.

*This page intentionally left blank.*



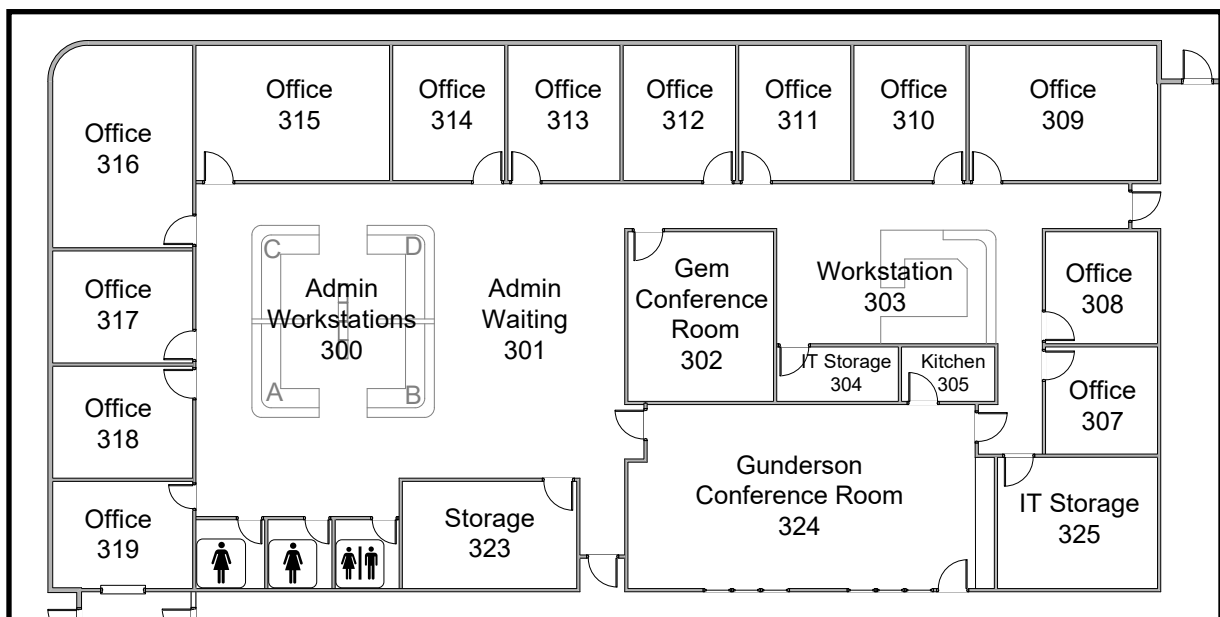
# ADMINISTRATION SPACE ALLOCATION

The Administrative areas are spacious and meet current staffing needs, with room for additional workstations at the core. Perimeter offices exceed the “State of Idaho Space Standards, 2020.” While office size could be realigned with job titles, a remodel would not provide cost savings.

Room Name	Existing Net Area	Comments	Recommended Area	Room Type	Surplus or Deficit
Admin Waiting	210 SF				
Admin Workstations 300 A-D	80 SF each	4 total workstations, 320 sf total	80	Open Office Large	0
Gunderson Conference Room	707 SF	450 sf for 20 people* 700 sf for 35 people		Conference	
Gem Conference Room	253 SF	260 sf for 12 people*		Conference	
Workstation 303	134 SF	1-2 Workstations	80	Open Office Large	+54
Office 307	138 SF	IT Office	120	Private Office Small	+18
Office 308	130 SF	IT Office	120	Private Office Small	+10
Office 309	277 SF	IT Office	240	Private Office Large	+37
Offices 310-314	164 SF each	Admin Office	160	Private Office Medium	+4 sf each
Office 315	274 SF	Division Administrator	240	Private Office Large	+34 sf
Office 316	327 SF	Director’s Office	240	Private Office Large	+87 sf
Offices 317-318	170 SF each	Admin Office	160	Private Office Medium	+10 sf each
Office 319	169 SF	Includes reception window	160	Private Office Medium	+9 sf
Office 406	207 SF	Finance Office	160	Private Office Medium	+47 sf

Note: All dimensions are estimated and approximate, verify all dimensions in field.

\*[State of Idaho Office Space Standards](#), Department of Administration Division of Public Works, [01.07.2020]

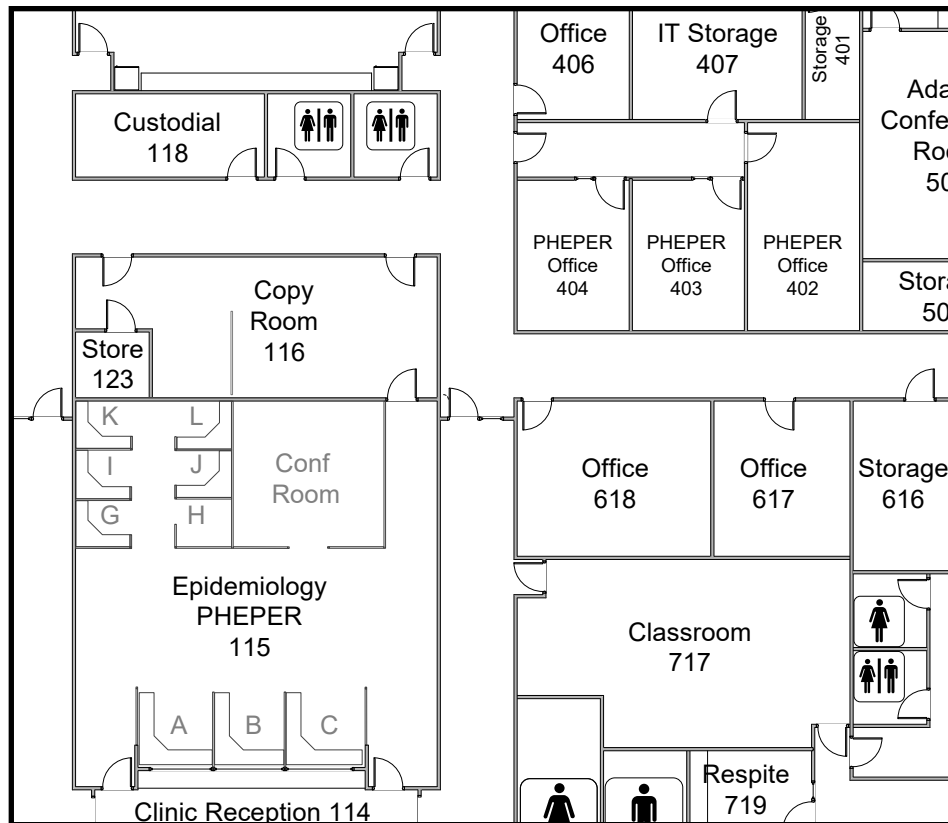


# EPIDEMIOLOGY (PHEPER) SPACE ALLOCATION

The Epidemiology (PHEPER) Room 115 is larger than required for current usage and not fully occupied. The room contains 8 cubicles, with 4 currently being staffed. It is equipped to serve as a command center during emergencies. The open plan format presents privacy concerns. There are also 3 additional PHEPER offices located outside the main PHEPER room.

Room Name	Existing Net Area	Comments	Recommended Area	Room Type	Surplus or Deficit
Circulation	864 SF				
Workstations A-C	72 SF each	3 total workstations	80	Open Office Large	-8 sf
Workstations G-L	29 SF each	7 total workstations	36	Open Office Small	-7 sf
Conference Area	234 SF	260 sf for 12 people*		Conference	
402 Office	254 SF	Division Administrator	240	Private Office Large	+14 sf
403 Office	183 SF		160	Private Office Medium	+23 sf
404 Office	179 SF		160	Private Office Medium	+19 sf
Note: All dimensions are estimated and approximate, verify all dimensions in field.					

\*[State of Idaho Office Space Standards](#), Department of Administration Division of Public Works, [01.07.2020]



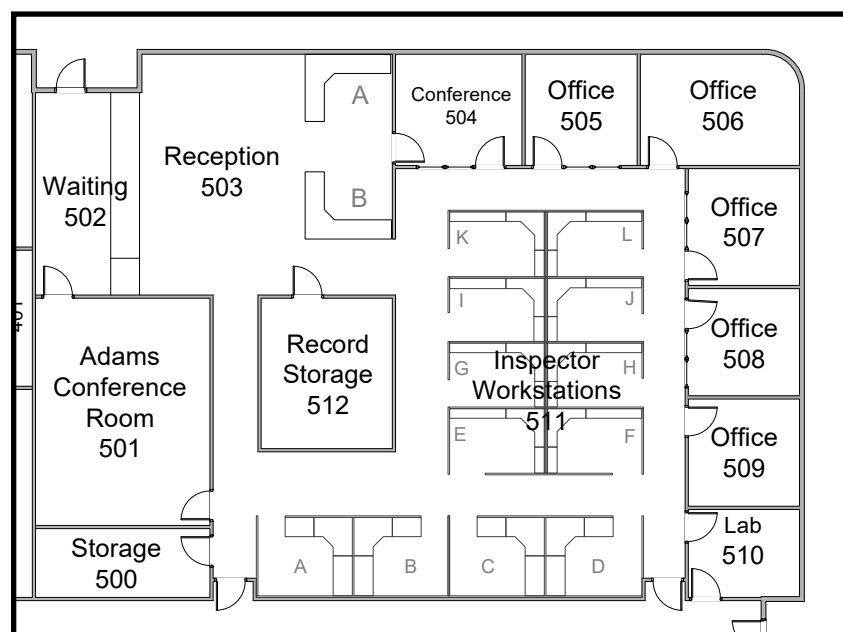
## COMMUNITY FACILITIES & ENVIRONMENTAL SPACE ALLOCATION

Many Environmental Health staff members serve as field inspectors and are present in the Caldwell Office only part-time. The current office space meets existing needs, but more workstations would be necessary if additional staff were hired. Adjustments such as reconfiguring cubicles and reallocating space within the current layout are feasible. According to "State of Idaho Office Space Standards," part-time employees or those who spend only part of their work time in the office require 36 sf of workspace. Reducing inspector workstation size from 68 sf to 36 sf could increase the number of available stations from 8 to 16. Additional workstations could also be added within the reception area and cubicle area A-D.

Room Name	Existing Net Area	Comments	Recommended Area	Room Type	Surplus or Deficit
Waiting	258 SF				
Reception (incl. circulation)	266 SF				
Office 506	196 SF	Division Administrator	240 sf	Private Office Large	+40 sf
Conference 504	158 SF	Client Interface Room	160 sf, 8 seats	Conference	-2 sf
Offices 505, 507, 508, 509	135 SF each		120 sf	Private Office Small	+15 sf each, +60 sf total
Reception Workstations A-B	75 SF each	2 workstations, more could be added	80 sf	Open Office Large	5 sf each, +10 sf total
Inspector Workstations A-D	83 SF each		80 sf	Open Office Large	+3 sf each, +12 sf total
Inspector Workstations E-L	63 SF each	Part-time workstations, could be reduce in size	64 sf (current) 36 sf (future?)	Open Office Medium	+27 sf each, +216 sf total if reduced to 36sf
Adams Conference Room	390 SF	375 sf for 16 people, 450 sf for 20 people*		Conference	

Note: All dimensions are estimated and approximate, verify all dimensions in field.

\*[State of Idaho Office Space Standards](#), Department of Administration Division of Public Works, [01.07.2020]



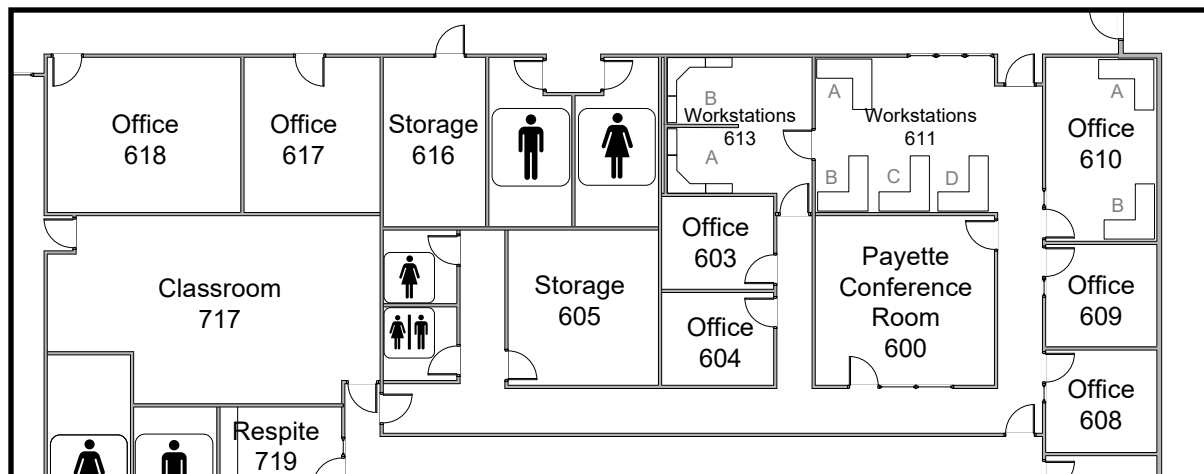
# COMMUNITY HEALTH SPACE ALLOCATION

Community Health values teamwork and collaboration spaces. They prefer flexible office layouts, such as a central hub design with individual offices arranged around a shared collaboration space. Room 611 is their current hub. Much of their work is off-site public engagement, but their planning and storing of supplies happens here. A more open office layout with dedicated storage space is desired.

Room Name	Existing Net Area	Comments	Recommended Area	Room Type	Surplus or Deficit
Payette Conference Room	320 SF	375 sf for 16 people, 450 sf for 20 people*		Conference	
Office 603	102 SF		120	Private Office Small	-18 sf
Office 604	98 SF	Behavioral Health Office, sees Patients	120	Private Office Small	-22 sf
Storage 605	257 SF			Storage	
Office 608	130 SF		120	Private Office Small	+10 sf
Office 609	130 SF		120	Private Office Small	+10 sf
Office 610	239 SF	Shared by 2 staff	240	Private Office Large	-1 sf
Workstations 611 A-D	36 SF	4 total workstations	36	Open Office Small	0
Workspace 611	116 SF				
Workstations 613 A-B	64 SF	2 total workstations	64	Open Office Medium	0
Storage 616	165 SF			Storage	
Office 617	259 SF	Behavioral Health Office, sees Patients	160	Private Office Medium	+99 sf
Office 618	285 SF		240	Private Office Large	+45 sf

Note: All dimensions are estimated and approximate, verify all dimensions in field.

\*[State of Idaho Office Space Standards](#), Department of Administration Division of Public Works, [01.07.2020]



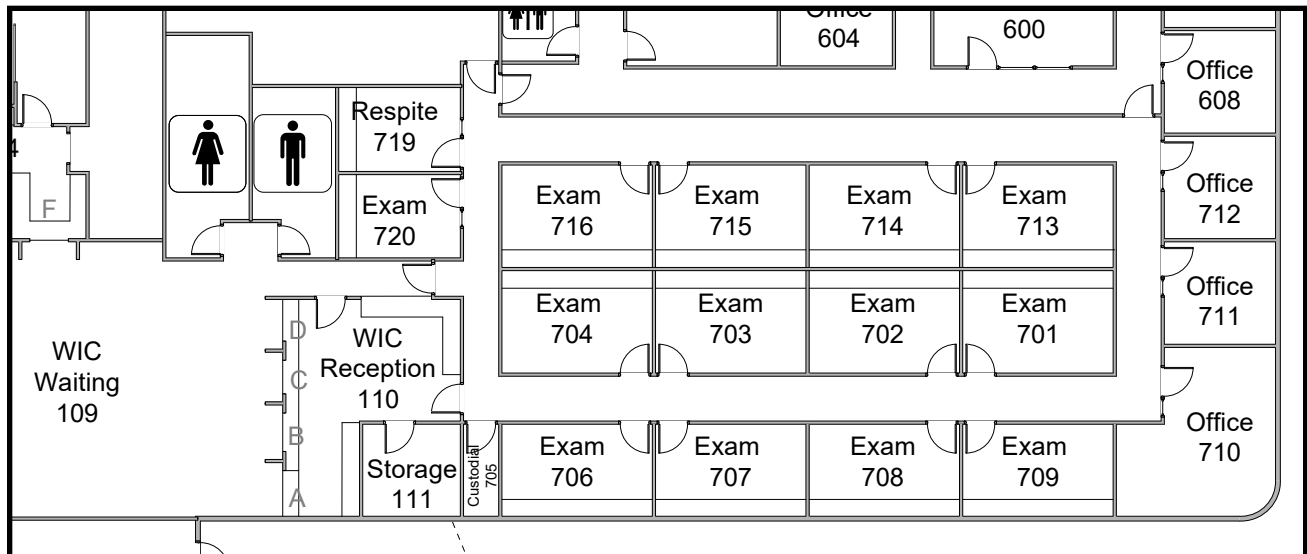
## FAMILY SERVICES (WIC) SPACE ALLOCATION

The Caldwell Office is the largest WIC location and serves as the storage hub for all sites. Space is limited, especially for breastfeeding equipment and handout materials. The current office layout and furniture hinder staff-participant interaction; smaller tables and more comfortable seating could help. Participants are young families, whose babies require a lot of gear (ex. Strollers, diaper bags, etc.) and often have siblings in tow. Adding child-friendly toys, books, and play areas would help occupy siblings during appointments. Extra maneuvering space is helpful in hallways and within WIC rooms.

Room Name	Existing Net Area	Comments	Recommended area	Room Type	Surplus or Deficit
WIC Exam Rooms 701-704, 706-709, 713-716	160 SF	WIC Certification Rooms, 12 total rooms	160	Exam Medium	0
Office 710	266 SF	Division Administrator	240	Private Office Large	+26 sf
Office 711	129 SF		120	Private Office Small	+9 sf
Office 712	130 SF		120	Private Office Small	+10 sf
Classroom 717	528 SF	Serves all SWDH Divisions		Conference	
Respite Room 719	108 SF		120	Private Office Small	-12 sf
Exam Room 720	103 SF		120	Exam Small	-17 sf

Note: All dimensions are estimated and approximate, verify all dimensions in field.

\*[State of Idaho Office Space Standards](#), Department of Administration Division of Public Works, [01.07.2020]



# CLINIC SERVICES & BEHAVIORAL HEALTH SPACE ALLOCATION

The Clinic Services and Behavioral Health area encompasses a wide range of services within its walls. This office includes standard medical examination rooms, behavioral health facilities, dental services, and several home visiting programs tailored for young families.

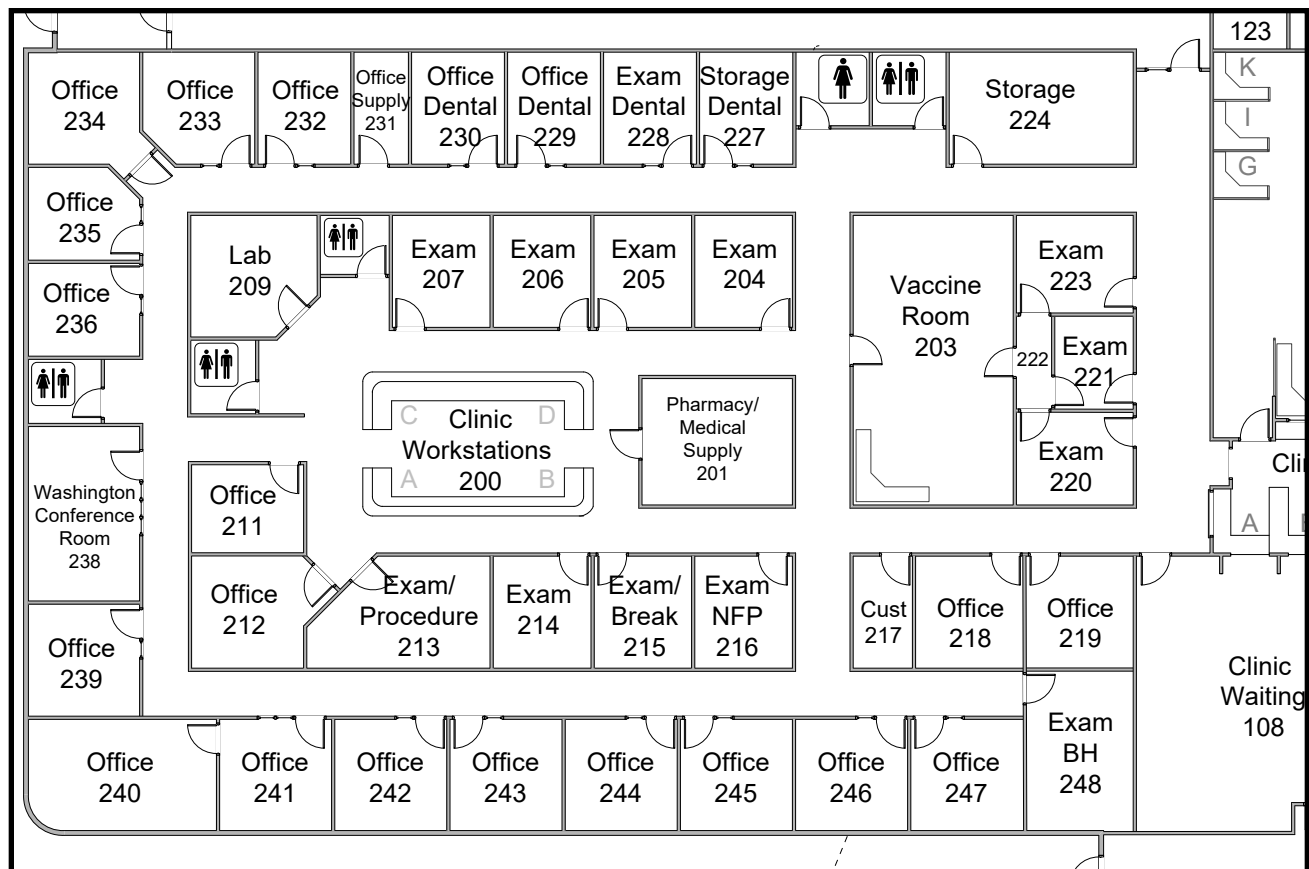
Office arrangements differ according to staff responsibilities: certain personnel require private offices for confidential patient consultations, while others work in private offices where confidentiality is essential but do not see patients directly. Additionally, some staff share private offices, work part-time, or perform home visits but still require a workstation as a home base.

Room Name	Existing Net Area	Comments	Recommended Area	Room Type	Surplus or Deficit
Clinic Workstations 200 A-D	80 SF each	4 total workstations	80	Open Office Large	0
Pharmacy & Medical Supply 201	216 SF				
Vaccine Room 203	496 SF				
Clinic Exam Rooms 204-207	118 SF each	4 total exam	120	Exam Small	-2 sf each, -8 sf total
Laboratory 209	154 SF				
Office 211	108 SF	Medical Director	120	Private Office Small	-12 sf
Office 212	144 SF	Provider's Office, 2 staff	160	Private Office Medium	- 16 sf
Procedure Exam 213	194 SF		240	Exam Large	-46 sf
Exam 214	116 SF		120	Exam Small	-4 sf
Exam/Break 215	116 SF	Former exam room, currently a break room	120	Exam Small	-4 sf
Exam NFP 216	111 SF	NFP patient room	160	Exam Medium	-49 sf
Office 218	126 SF	Clinic Manager	120	Private Office Small	+6 sf
Office 219	125 SF		120	Private Office Small	+5 sf
Clinic Exam Rooms 220-223	110 SF average	3 total Vaccination and Phlebotomy Rooms	120	Exam Small	-10 sf each
Storage 224	226 SF	Includes dental water system equipment			
Dental Lab & Storage 227	114 SF				
Dental Exam 228	114 SF	Dental Exam	120	Exam Small	-106 sf
Dental Offices 229-230	114 SF each	2 total dental offices	120	Private Office Small	-6 sf
Office 232	114 SF	PAT, 2 staff	120	Private Office Small	-6 sf
Office 233	132 SF	PAT, 2 staff	120	Private Office Small	+12 sf
Office 234	145 SF	PAT Manager, 1 staff	120	Private Office Small	+25 sf
Office 235	111 SF	PAT, 1 staff	120	Private Office Small	-9 sf
Office 236	120 SF	BH, 1 staff	120	Private Office Small	0
Washington Conference Room	216 SF	260 sf for 12 people*	260	Conference	-44 sf

Office 239	144 SF	NFP, 1 staff	120	Private Office Small	+24 sf
Office 240	228 SF	Division Administrator	240	Private Office Large	-12 sf
Offices 241	140 SF	FCS, 1 staff	120	Private Office Small	+20 sf
Office 242	140 SF	BH Program Manager, 1 staff	120	Private Office Small	+20 sf
Office 243	140 SF	BH Project Manager, 1 staff	120	Private Office Small	+20 sf
Office 244	139 SF	Office primarily, but also sees patients	160	Exam Medium	-21 sf
Offices 245	139 SF	NFP, 2 staff mainly offsite	120	Private Office Small	+19 sf
Office 246	140 SF	NFP, 2 staff mainly offsite	120	Private Office Small	+20 sf
Office 247	139 SF	NFP, 1 staff mainly offsite	120	Private Office Small	+19 sf
Exam BH 248	191 SF	BH Counseling Room, sees patients	160	Private Office Medium	+31 sf

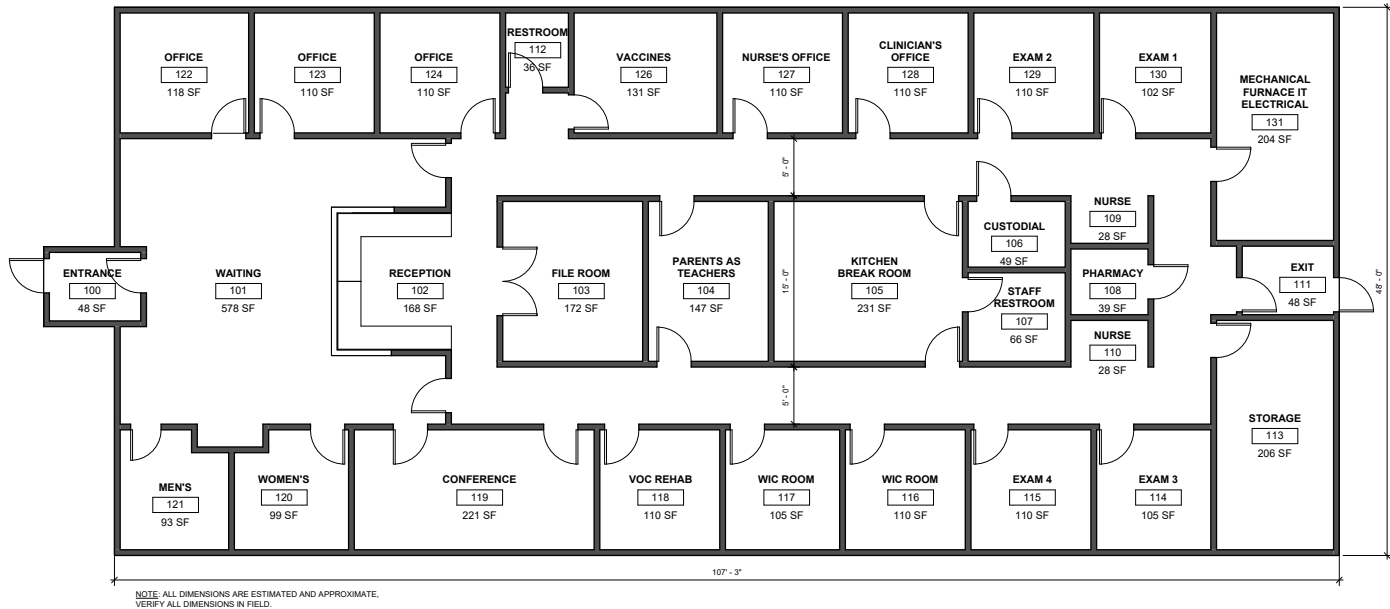
Note: All dimensions are estimated and approximate, verify all dimensions in field.

\*[State of Idaho Office Space Standards](#), Department of Administration Division of Public Works, [01.07.2020]



# PAYETTE OFFICE

All SWDH Services - Payette County  
1155 3rd Ave North  
Payette, ID 83661



## FACILITY SPACE ALLOCATION

Located in the town of Payette, the Payette Office building is well organized to accommodate a variety of health and community services. It has ample space distributed among clinical, WIC, administrative, and program-specific rooms.

Currently, several rooms are either vacant or utilized for storage purposes. Some office areas are shared with Payette's EMS department, which operates independently of SWDH. This surplus of space presents opportunities for community partnerships and program initiatives, such as offering community classes or other alternative uses. Additionally, the building's proximity to the Payette County Offices across the street creates further potential for shared and collaborative workspace.



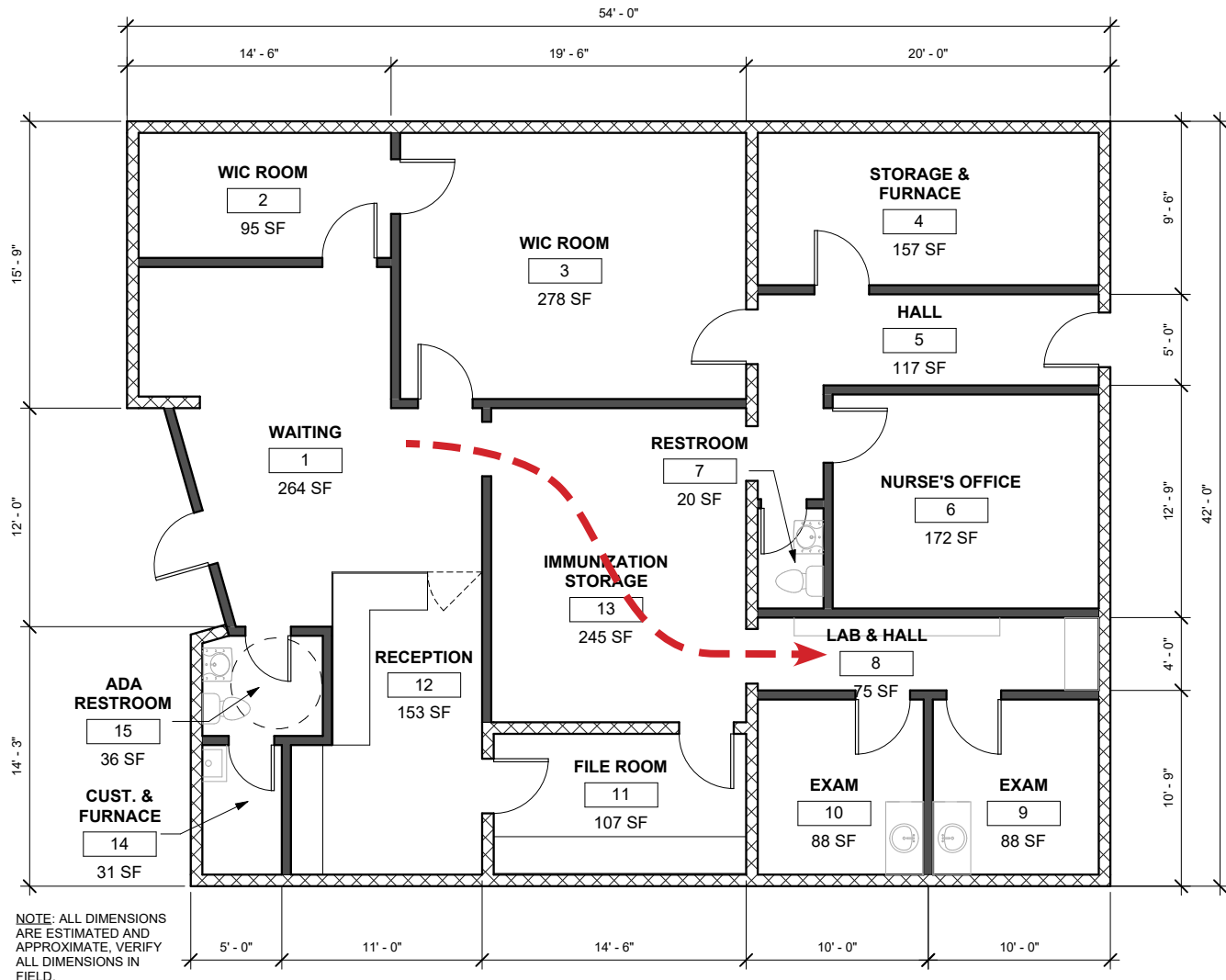
# PAYETTE OFFICE

Building Square Footage = approximately 5000 sf

Room #	Room Name	Existing Net Area	Comments	Recommended Area	Surplus or Deficit
100	ENTRANCE	48 SF			
101	WAITING (includes circulation)	578 SF	6 chairs		
102	RECEPTION	168 SF	2 workstations @ 64 sf each	128 SF	+40 SF
103	FILE ROOM	172 SF			
104	PARENTS AS TEACHERS	147 SF		160 SF	-13 SF
105	KITCHEN BREAK ROOM	231 SF			
106	CUSTODIAL	49 SF			
107	STAFF RESTROOM	66 SF			
108	PHARMACY	39 SF			
109	NURSE	28 SF		36 SF	-8 SF
110	NURSE	28 SF		36 SF	-8 SF
111	EXIT	48 SF			
112	RESTROOM	36 SF			
113	STORAGE	206 SF			
114	EXAM 3	105 SF	4 total Exam Rooms	120 SF	-15 SF
115	EXAM 4	110 SF		120 SF	-10 SF
116	WIC ROOM	110 SF	2 total WIC Rooms	160 SF	-50 SF
117	WIC ROOM	105 SF		160 SF	-55 SF
118	VOC REHAB	110 SF		120 SF	-10 SF
119	CONFERENCE	221 SF	≈10'-6" x 21'-0"	260 SF for 12 people	-39 SF
120	WOMEN'S	99 SF			
121	MEN'S	93 SF			
122	OFFICE	118 SF		120 SF	-2 SF
123	OFFICE	110 SF		120 SF	-10 SF
124	OFFICE	110 SF		120 SF	-10 SF
126	VACCINES	131 SF		120 SF	+11 SF
127	NURSE'S OFFICE	110 SF		120 SF	-10 SF
128	CLINICIAN'S OFFICE	110 SF		120 SF	-10 SF
129	EXAM 2	110 SF		120 SF	-10 SF
130	EXAM 1	102 SF		120 SF	-18 SF
131	MECHANICAL FURNACE IT ELECTRICAL	204 SF			
Note: All dimensions are estimated and approximate, verify all dimensions in field.					

# WEISER OFFICE

All SWDH Services - Washington County  
46 West Court St  
Weiser, ID 83672



# WEISER OFFICE

Building Square Footage = approximately 2200 sf

Room #	Room Name	Existing Net Area	Comments	Recommended Area	Surplus or Deficit
1	WAITING (includes circulation)	264 SF	8 chairs		
2	WIC ROOM	95 SF	2 total WIC Rooms	160 SF	-65 SF
3	WIC ROOM	278 SF		160 SF	+118 SF
4	STORAGE & FURNACE	157 SF			
5	HALL	117 SF			
6	NURSE'S OFFICE	172 SF		120 SF	+52 SF
7	RESTROOM	20 SF			
8	LAB & HALL	75 SF			
9	EXAM	88 SF	2 total Exam Rooms	120 SF	-32 SF
10	EXAM	88 SF		120 SF	-32 SF
11	FILE ROOM	107 SF			
12	RECEPTION	153 SF	1 workstation	64 SF	+89 SF
13	IMMUNIZATION STORAGE	245 SF			
14	CUST. & FURNACE	31 SF			
15	ADA RESTROOM	36 SF			
19	GARAGE	517 SF			
	Conference Room	0 SF	No conference room	160 SF	-160 SF
Note: All dimensions are estimated and approximate, verify all dimensions in field.					

## FACILITY SPACE ALLOCATION

The Weiser Office building layout poses several functional challenges. Modifications have been made over time, but reconfiguring the walls of the central core would greatly improve circulation and space use.

The centrally located Immunization Storage Room is inconvenient, as staff must escort patients through it to reach exam rooms. It contains refrigerated immunizations, environmental samples, and a work table, and though a moveable divider simulates a hallway, the layout is still inefficient.

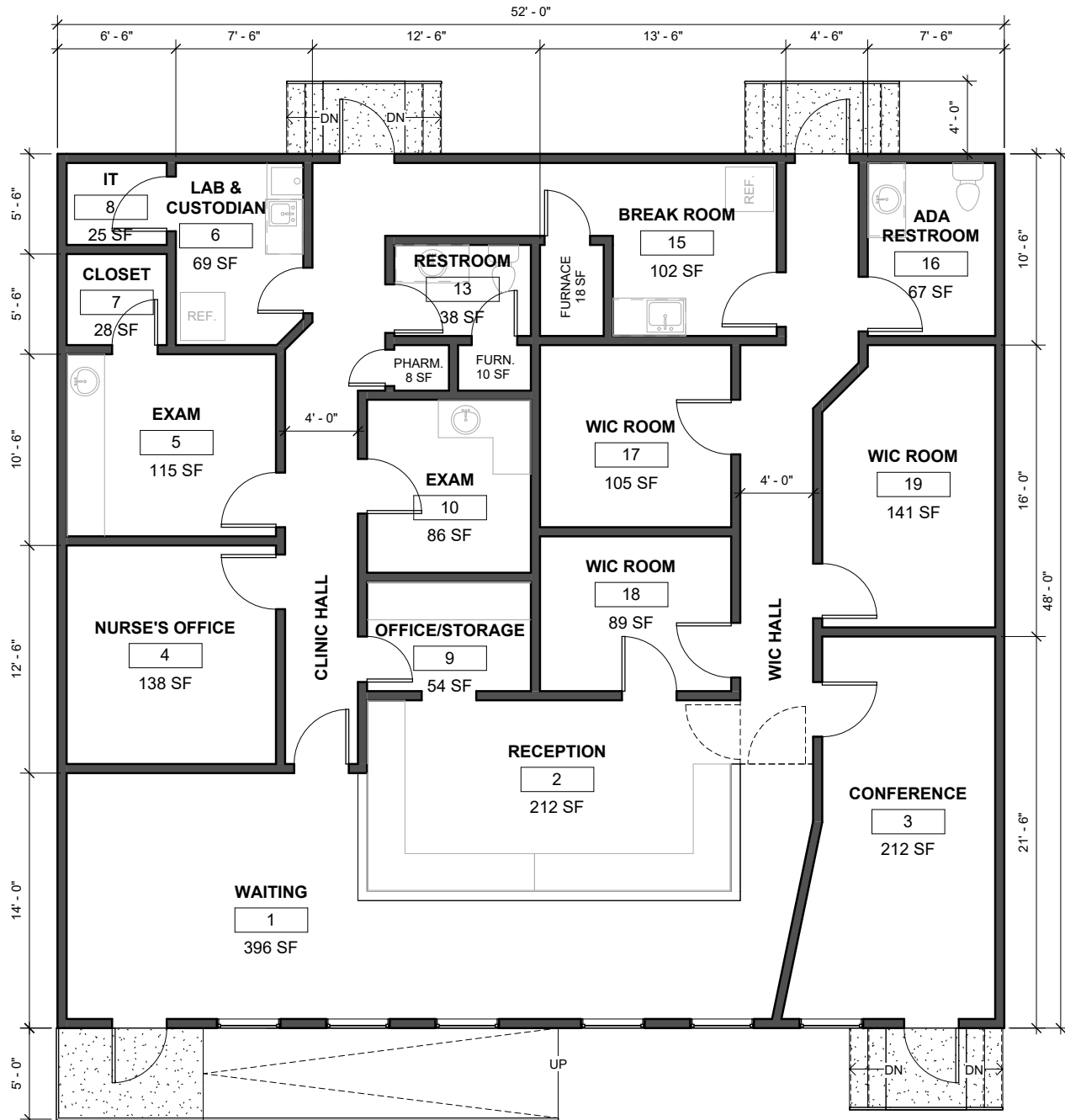
A narrow hallway outside the exam rooms doubles as the nurse's station, with a slim lab counter and supply storage. Some areas are tight, while others, like a WIC room and the nurse's office in the back, are oversized but awkwardly divided or poorly located.

The lobby is spacious yet underused and could be reconfigured for community classes. The Weiser office lacks functional meeting spaces equipped for hybrid meetings, such as TVs or microphones. The reception desk does not meet ADA standards for counter height or knee space and isn't directly visible from the entrance.

Despite its age and unusual layout, the building has charm and has a valuable downtown presence. With some floor plan reorganization, the space could be highly functional and beneficial to the community.

# EMMETT OFFICE

All SWDH Services - Gem County  
1008 East Locust St  
Emmett, ID 83617



NOTE: ALL DIMENSIONS ARE ESTIMATED AND APPROXIMATE,  
VERIFY ALL DIMENSIONS IN FIELD.

# EMMETT OFFICE

Building Square Footage = approximately 2500 sf

Room #	Room Name	Existing Net Area	Comments	Recommended Area	Surplus or Deficit
1	WAITING (incl. circulation)	396 SF	7 chairs		
2	RECEPTION	212 SF	2 workstations @ 64 sf each	128 SF	+84 SF
3	CONFERENCE	212 SF	≈9'-6" x 21'-0"	260 SF for 12 people	-48 SF
4	NURSE'S OFFICE	138 SF		120 SF	18 SF
5	EXAM	115 SF	2 total Exam Rooms	120 SF	-5 SF
6	LAB & CUSTODIAN	69 SF			
7	CLOSET	28 SF			
8	IT	25 SF			
9	OFFICE/STORAGE	54 SF			
10	EXAM	86 SF		120 SF	-34 SF
11	PHARM.	8 SF			
12	FURN.	10 SF			
13	RESTROOM	38 SF			
14	FURN.	18 SF			
15	BREAK ROOM	102 SF			
16	ADA RESTROOM	67 SF	Not fully ADA		
17	WIC ROOM	105 SF	3 total WIC Rooms	160 SF	-55 SF
18	WIC ROOM	89 SF		160 SF	-71 SF
19	WIC ROOM	141 SF		160 SF	-19 SF
Note: All dimensions are estimated and approximate, verify all dimensions in field.					

## FACILITY SPACE ALLOCATION

Located in the town of Emmett, the Emmett office building offers various health and community services, including clinical and WIC services. The office is organized with the Clinic services operating on the north side, and the WIC Services operating on the south side.

There are several ADA accessibility issues identified in the building. The reception desk is taller than the recommended height for ADA compliance and requires a lower, more accessible counter. The ADA restroom at the rear does not have compliant knee space below the sink. The entrance ramp meets ADA width standards but does not fulfill all International Building Code requirements.

According to [2021 IBC Chapter 10, Section 1012](#), ramp guardrails must not have openings larger than 4 inches, handrails are required on both sides, and edge protection must be present. The front door landing should be at least 60 x 60 inches. Replacement of the entrance ramp is advised. Installing a push-button door operator could also improve accessibility for individuals using wheelchairs or strollers.

The reception area currently extends into the waiting area, which reduces space at the main entrance and impacts movement through the waiting room. Modifying the reception desk to meet ADA standards and decreasing its size can increase circulation, especially for wheelchair and stroller users.

The ADA restroom is positioned at the back of the building, necessitating staff assistance for patient access. An ADA-compliant restroom that is accessed from the front waiting area would address this issue. The conference room does not have the proper IT resources required for hybrid meetings and events.

## NAMPA OFFICE

WIC Services Only - Canyon County  
Idaho Hispanic Community Center (IH2C)  
315 Stampede Dr  
Nampa, ID 83687



Image: Google Street View, ©2025 Google, Image capture: Oct 2016

### FACILITY SPACE ALLOCATION

The Nampa WIC office is on the second floor of the Idaho Hispanic Community Center (IH2C). The space includes three cubicles, a small lab for weighing, measuring, and hemoglobin tests, and a waiting area. White noise is used for privacy. WIC families visit every three months. Additional family-friendly activities are needed for siblings during appointments.

---

## HOMEDALE OFFICE

WIC Services Only - Owyhee County  
Old Homedale Library  
125 W Owyhee Ave  
Homedale, ID 83628



Image: Google Street View, ©2025 Google, Image capture: Nov 2023

### FACILITY SPACE ALLOCATION

The Homedale Office operates in a reserved, shared space within the Old Homedale Library. As Owyhee County's only WIC site, it experiences high demand for services, mainly by appointment but also accepts walk-ins. Services are provided in a large, shared room where conversations can be overheard despite efforts to enhance confidentiality with white noise machines and privacy screens.

Note: The consultant team interviewed department heads and watched a staff-made video but did not tour this facility in person.

## FARMWAY OFFICE

WIC Services Only - Canyon County  
Caldwell Housing Authority  
22730 Farmway Rd #114  
Caldwell, ID 83607



### FACILITY SPACE ALLOCATION

The Farmway Office is a WIC-only site sharing space with Terry Reilly and the Farmway Community Center. WIC services are provided mostly by appointment, with occasional walk-ins. The hallway leading to exam rooms is narrow, making it difficult to navigate with strollers. WIC appointments often occur in the waiting room due to limited space and the fact that they are mainly appointment based. Layout improvements, increased storage, and pest control are needed.

## COUNCIL OFFICE

WIC Services Only - Adams County  
Adams County Health Center (ACHC)  
205 N Berkley St  
Council, ID 83612



Image: Google Street View, ©2025 Google, Image capture: Sep 2024

### FACILITY SPACE ALLOCATION

The Council Office offers WIC-only services to Adams County and is SWDH's most distant site, located 104 miles (a 2-hour drive) from Caldwell. SWDH shares space there with the Adams County Health Center, operating on a limited schedule.

Note: The consultant team interviewed department heads and watched a staff-made video but did not tour this facility in person.

## MARSING HUB

Clinic Services Only - Owyhee County  
The Marsing Hub  
205 8th Ave W  
Marsing, ID 83639



Image: Google Street View, ©2025 Google, Image capture: Oct 2023

### FACILITY SPACE ALLOCATION

The Marsing School District converted its old middle school into "The Hub," a community center that offers education, health, and social services to all residents. The Hub is a circular building with perimeter rooms around a central meeting area. This space supports community needs such as preschool, adult education, food pantry and more. SWDH operates the school-based health center, offering clinical services to students within the Marsing School District as well as to members of the wider community. The clinic plays a vital role in meeting the healthcare needs of both students and residents in this rural area.

*This page intentionally left blank.*



# OVERALL DISTRICT WIDE SPACE CHALLENGES

## **Community Meeting Spaces**

Dedicated community meeting spaces at each SWDH-owned location with consistent IT infrastructure and SWDH branding for professional collaboration and public engagement.

Maximizing the use of the Caldwell Office community rooms and establishing clear reservation protocols for both SWDH uses and broader community uses. These community rooms could be a valuable community resource.

## **IT Infrastructure**

Inconsistent technology setups hinder hybrid meetings and telehealth capabilities. Standardizing conference room equipment and investing in reliable IT systems will enhance collaboration and service delivery.

Telehealth solutions could support better service delivery in remote areas.

## **Storage**

Many facilities suffer from inefficient storage solutions, leading to overcrowding in some divisions and underutilization in others. Centralizing and organizing materials—especially in WIC and Community Health—will improve accessibility and workflow.

## **Space Efficiency**

While some offices exceed recommended square footage, others fall short. Strategic reallocation, resizing, and reconfiguration could better align facilities with staffing needs and operational goals. This is particularly true for the Weiser and Emmett Offices. However, in the case of the Caldwell and Payette Offices, a full renovation to reduce office square footage is not cost effective. Renovations to meet the smaller standards may be costlier than retaining the current sizes.

## **Maneuverability**

Most clients are young families with children, diaper bags and strollers. It is difficult for many families to move through some of these locations. Improvements such as door operators, wider hallways, and kid-friendly activities for siblings during appointments would be helpful.

# CONCLUSION

The Southwest District Health (SWDH) Space Allocation Report provides a district-wide assessment of facility layouts, space utilization, and alignment with the State of Idaho Office Space Standards. Through site visits, staff interviews, and visual inspections, this report identifies both strengths and challenges across SWDH-owned and shared facilities.

As SWDH continues to grow and adapt to evolving public health demands, this report serves as a foundational tool for informed decision-making. Future evaluations incorporating staffing data, program expansion, and cost-benefit analyses will further refine space planning efforts. With thoughtful investment and strategic improvements, SWDH can ensure its facilities remain functional, welcoming, and responsive to the communities they serve.