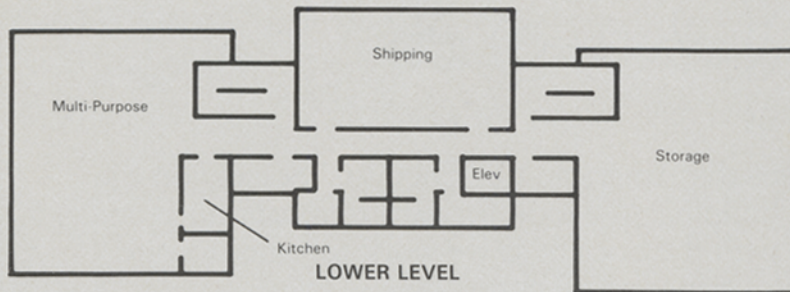
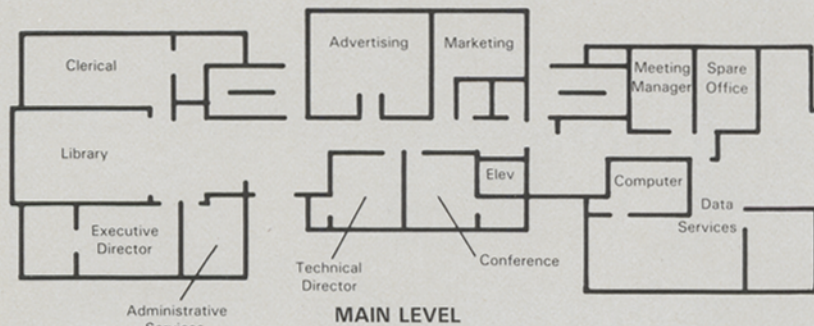


## Floor layouts

The new two-and-a-half-story AOCS headquarters has three levels. The lower level (bottom floor layout) is used for inventory storage and warehousing, shipping and mailing. A 1,400-square-foot multi-purpose room can be divided into two rooms by a movable partition. Also included is a small kitchen.

On the main level (middle floor layout), an open trellis leads to the front entrance of the building. At the back, a similar trellis has been erected along the walkway leading from the parking lot to an employee entrance. A third entrance, for shipments, also is provided in the back. Inside the



main entrance is the reception area. The west wing of the main floor includes the library, and the offices of the executive director, manager of administrative services and support services. Off the main floor hallway are offices for the technical director, advertising and marketing departments, meetings manager, data services/accounting department, space for support personnel, a spare office for expansion and a conference room.

The upper level (top floor layout) has production and editorial offices, including copy editing, typesetting, production design, darkroom, editorial support services and a small conference area.

An elevator was provided to make the building accessible to the handicapped, as required by city ordinance.