

**PROJECT ANALYSIS**

FOR

"Midwest International Loan And Finance"

BY

Ryan Kass



I. CLIENT DATA

- A. Company Name **Midwest International Loan And Finance**
- B. Owner or Contact Person **Robert Thrift**
- C. Street Address **1308 Old Mill Road**
- D. City **Lincolnshire** State **IL** Zip Code **60069**
- E. Product or Services **Bank and Loan**

II. BUILDING SITE DATA

- A. Lot Dimensions (**Rough Dimensions**) **758 ft X 132 ft.** Area **100,000 sq. ft.**
- B. Existing Contours **Large Building**
- C. Existing Landscape **Trees around the outer edge of the parking lot**
- D. Existing Easements **Per City Ordinance**
- E. Location of Lot (Address) **2020 East Northwest Highway, Arlington Heights, IL**
- F. Utilities Available:
  - 1. Water Service **Village of Arlington Heights**
  - 2. Sewer Service **Village of Arlington Heights**
  - 3. Electrical Service **ComEd**

4. Natural Gas **Nicor Gas**
5. Telephone **Comcast**
6. Internet Access **Comcast**

### III. PERSONNEL DATA & NEEDS

#### A. Number of Occupants

1. Salaried Employees **38**
2. Hourly Employees **8**
3. Part-time Employees **4**

#### B. List of Personnel by Position

1. Job Title **Executive Director** Qty. 1
  - a. Responsibilities of Job **Overlook and Supevise all of the actions that are made by the bank.**
  - b. Equipment Needed for Job **Desk with computer, phone, and many file cabinets. Needs a larger officer connecting with a large conference room**
2. Job Title **Certified Public Accountant** Qty. 2
  - a. Responsibilities of Job **Enhances accounting, audit, and generalist examiner skills.**
  - b. Equipment Needed for Job **Desk with computer, phone, and many file cabinets**
3. Job Title **Certified Information Systems Auditor** Qty. 1
  - a. Responsibilities of Job **Enhaced Bank Information System Skills**
  - b. Equipment Needed for Job **Desk with computer, phone, and may file cabinets**
4. Job Title **Investment Real Estate Loan Officer** Qty. 2
  - a. Responsibilities of Job **To develop investment real estate loans**
  - b. Equipment Needed for Job **Office with desk, computer, phone, and many file cabinets**
5. Job Title **Bank Teller** Qty. 8
  - a. Responsibilities of Job **Respond to customers needs with different tranactions. For example, with deposits and withdrawals.**
  - b. Equipment Needed for Job **There will be four tellers working at a time. Each teller will need a cubicle with a front desk. They will also need a computer and access to cash**

registers.

6. Job Title **Security Officer** Qty. 4

- a. Responsibilities of Job There are to be 3 officers working at the same time. Two will each be stationed at each of the two main entrances and one will roam the building. Their responsibilities consist of protecting the bank and everyone inside of it. They will need to accompany anyone entering into the safe.
- b. Equipment Needed for Job Each officer will carry a service handgun, flashlight, radio, handcuffs, a baton, and pepper spray. They will all have keys to safes.

7. Job Title **Head of Credit** Qty. 1

- a. Responsibilities of Job Supervise the actions made by the credit officers
- b. Equipment Needed for Job Office with desk, computer, phone, and filing cabinets. Office must be connected to a conference room in order to meet with credit officers.

8. Job Title **Credit Officers** Qty. 10

- a. Responsibilities of Job Meet and discuss credit loans with individuals.
- b. Equipment Needed for Job Each will need an officer with a desk, computer, phone, and filing cabinets. Each officer will need additional chairs to meet with different individuals regarding credit loans.

9. Job Title **Head of Marketing** Qty. 1

- a. Responsibilities of Job Supervise the actions made by marketing officers.
- b. Equipment Needed for Job An office with a desk, computer, phone, and filing cabinets.

10. Job Title **Marketing Officers** Qty. 5

- a. Responsibilities of Job Meet with different individuals and discuss marketing issues with big businesses.
- b. Equipment Needed for Job Each will need an office with a desk, computer, phone, and filing cabinets. There will also need to be extra seats in each office for big business executive to sit in while discussing marketing.

11. Job Title **Secretary/Information Clerk** Qty. 11

- a. Responsibilities of Job To put information regarding the bank into databases on the computer. There will be 11 of these clerks but every day, one will be chosen to work the front desk as a secretary. The choosing will alternate between people. The clerks will also handle bills being shipped from the bank to different companies like electric and heating bills.

b. Equipment Needed for Job Each will need a desk with computer, phone, and filing cabinets. However, instead of an officer, they will be located in a larger room divided into different cubicles.

12. Job Title Janitor/Maintenance Worker Qty. 4

a. Responsibilities of Job Each worker will have the same responsibilities. These will include cleaning and vacuuming the building while also fixing components that are broken or malfunctioning.

b. Equipment Needed for Job Each will need keys/access to most of the building excluding the money safes. There will also need to be roughly three (3) janitorial closets throughout the building.

#### IV. CUSTOMER NEEDS

A. Outside of Building Parking Lots and Sidewalks

B. Inside of Building Public Bathrooms and Waiting/Reception Areas

#### V. BUILDING DESIGN DATA

A. Approximate Shape Desired Rectangular

B. Maximum Length & Width Allowed 200' x 100'

C. Number of Levels Desired Two

D. Square Footage Desired about 50,000 Square Feet

E. Style of Building Desired Commercial

#### VI. BUILDING MATERIALS DESIRED

A. Exterior Walls Concrete Block

B. Roofing Green Roof (grass and small plants)

C. Soffit or Trim Stone Soffit

D. Windows Pella Windows - Fixed Plate Glassed

E. Glazing of Windows Tinted Windows in most areas

F. Exterior Doors High Security

G. Roof Drainage System Green Roof Drainage

H. Interior Walls 2x4 Stud plus Gypsum Board

- I. Interior Doors **Some wood interior doors; some high security Doors; some heavy steel doors**
- J. Interior Trim **Made of steel ( fire retardent)**
- K. Cabinetry **Built In Bank Teller Desks**
- L. Hardware **Steel**
- M. Floor Coverings **Office Section – Carpet ; Bank Entrance, Break Room - Tile**
- N. Wall Coverings **Paint**
- O. Ceilings **Drop Ceiling**
- P. Lighting **Flourecent Lighting and Some Incadecent (yellow) lighting**

## VII. SPACE NEEDS

- A. Public Areas (Type & Sq.Ft.)
  - 1. **Etrance/Foyer/Waiting Area 500 sq. ft sq. ft.**
  - 2. **Reception Area (bank tellers) 1000 sq. ft.**
  - 3. **Public Bathrooms – 225 sq. ft.**
- B. Employee Areas (Type & Sq.Ft.)
  - 1. **Office Space 225 sq. ft. (average office)**
  - 2. **Conference Rooms 500 sq. ft. (some will be larger – approx. 4 in the building)**
  - 3. **Break Room 500 sq. ft.**
- C. Mechanical Areas (Type & Sq.Ft.)
  - 1. **Water [heater] Room 25 sq. ft.**
  - 2. **Electrical Closet 36 ft. sq.**
  - 3. **Utility Room 144 sq. ft.**
- D. Storage Areas (Type & Sq.Ft.)
  - 1. **Equipment Storage 64 sq. ft**
  - 2. **Money Storage (Safe) 100 sq. ft. (approx. 3 in the building)**
  - 3. **Maintnance/Janitorial Closet 36 sq. ft. (approx. 3 in building)**

## VIII. MECHANICAL EQUIPMENT & SPECIAL FEATURES

- A. Heating System **L.E.S. Heating and Air, Inc.**
  - B. Cooling System **L.E.S. Heating and Air, Inc.**
  - C. Electronic Air Cleaner **Lowe's**
  - D. Water Heater **American Water Heater Company**
  - E. Humidifier **Brex Arlington, Inc.**
  - F. Dehumidifier **Nautica Dehumidifiers, Inc.**
  - G. Central Vacuum Cleaner **Lowe's**
  - H. Intercom System **Crystal Intercom Inc.**
  - I. Security System **Broadway Security**
  - J. Skylights **Alpine Skylights and Carpentry**
  - K. Atriums **Lincoln Atrium Management Company**
- IX. MISCELLANEOUS INFORMATION & NOTES
- The Bank will employ around 50 people with approximately 44 people working daily. Appointments must be made to meet with the credit and marketing officers.**
- There will also need to be handicap accessible ramps and elevators within the building**

## Further Building Information

### **Panera Bread Restaurant Information**

#### III. PERSONNEL DATA & NEEDS

- A. Number of Occupants
  - 1. Salaried Employees **3**
  - 2. Hourly Employees **7**
  - 3. Part-time Employees **10**
- B. List of Personnel by Position
  - 1. Job Title **Manager Qty.1**
    - a. Responsibilities of Job **Overlook and Supervise all of the actions and customer need in the building**
    - b. Equipment Needed for Job **Office with a desk with computer, phone, and file cabinets.**

2. Job Title **Assistant Manager** Qty.2
  - a. Responsibilities of Job **Overlook and Supevise all of the actions and customer need in the building when manager is unavaliable or off work. Also pay bills to outside companies.**
  - b. Equipment Needed for Job **Each can share an office with a desk with computer, phone, and file cabinets because only one will be working at a time.**
3. Job Title **Cashier** Qty.8
  - a. Responsibilities of Job **Complete tranactions regarding customer needs involving food and beverages.**
  - b. Equipment Needed for Job **Each will need a cash register. Only four (4) will work at a time.**
4. Job Title **Baker** Qty.4
  - a. Responsibilities of Job **Make all of the baked goods. The baker will need to arrive at work prior to opening in order to make baked goods. However, the bakers will get off of work before closing.**
  - b. Equipment Needed for Job **Kitchen withoven, fridge, freezer, and many utencils.**
5. Job Title **Sandwich Maker** Qty.3
  - a. Responsibilities of Job **To make sandwiches based on customer needs**
  - b. Equipment Needed for Job **There will be a work counter containing condiments and utencils that the three sandwich makers will share.**
1. Job Title **Janitor/Table Busser** Qty.2
  - a. Responsibilities of Job **Maintain a clean restaurant and wipe down tables after customers eat.**
  - b. Equipment Needed for Job **each will carry towels and disinfecting spray. There will also need to be a closet with mops and brooms to clean the restaurant floor and the bathroom floor.**