

**Building Requirements**

Area	Description	Proposed SF	Existing SF	Room Data #	Room / Area		Dims. size	
					length	width		
Town Hall Office & Office Support Areas	Vestibule/Waiting/Reception	468	128	TH1	26	18	468	
	Town Clerk / Tax Collector (Public Counter)	450	428	TH2	15	30	450	
	Assessing (Public Counter) - included above	-		TH2	-	-	-	
	Consulting Room	100			10	10	100	
	Town Administrator	528	464		22	24	528	
	Treasurer Office	168	171	TH3	12	14	168	
	Finance Director	168		TH3	12	14	168	
	Recreation Director	168	127	TH3	12	14	168	
	Supervisor of the Checklist	168		TH3	12	14	168	
	Building Inspector	256	150		16	16	256	
	Finance	168		TH3	12	14	168	
	Welfare	168		TH3	12	14	168	
	Planning	168	253	TH3	12	14	168	
	Code Enforcement Officer	168		TH3	12	14	168	
	Small Conference Room (50 people)	600	384	TH4	20	30	600	
	Large Conference Room (100 people)	1,200	711	TH5	30	40	1,200	
	Copy / Mail Area	225		TH6	15	15	225	
	Vault	196	169	TH7	14	14	196	
	File Storage	210	236	TH8	14	15	210	
	Kitchen / Break Room (12-15 people)	324	207	TH9	18	18	324	
	Men's Restroom	56	182	TH10	7	8	56	
	Women's Restroom	56		TH10	7	8	56	
	Gender Neutral Restroom	56		TH10	7	8	56	
	Gender Neutral Restroom	56		TH10	7	8	56	
	Supply Closet	32	16	TH11	4	8	32	
	Subtotal:		6,157	3,626				
	Area Grossing Factor (10%):		616	363				
	Circulation (30%):		2,032	1,197				
	<b>TOTAL:</b>		<b>8,805</b>	<b>5,185</b>	4,910			

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Area	Description	Proposed SF	Existing SF	Room Data #	Room / Area		Dims. size
					length	width	
Police Department Office & Office Support Areas	Vestibule/Waiting/Reception	256	202	PD1	16	16	256
	Small Meeting Room	72		PD1	8	9	72
	Admin Restroom	56		PD1	7	8	56
	Police Chief Office	192	136	PD2	12	16	192
	Small Conference Room (Admin)	288		PD3	16	18	288
	Lietenant Office	144		PD4	12	12	144
	Supervisor Office	144		PD4	12	12	144
	Supervisor Office	144		PD4	12	12	144
	Detective Office	144	150	PD4	12	12	144
	K-9 Office	144		PD4	12	12	144
	Patrol Shared Office (8 staff)	324		PD5	18	18	324
	Booking Room	225	188	PD6	15	15	225
	Interview Room	144	63	PD7	12	12	144
	File Storage	224		PD8	14	16	224
	Kitchenette	98		PD9	7	14	98
	Gender Neutral Restroom	56		PD10	7	8	56
	Mens' Restroom	56		PD10	7	8	56
	Women's Restroom	56		PD10	7	8	56
	Evidence Storage (secure ceiling)	224	220	PD11	14	16	224
	Armory Storage	168	23	PD12	12	14	168
Supply Closet	24	26	PD13	4	6	24	
Subtotal:		3,183	1,008				
Area Grossing Factor (10%):		318	101				
Circulation (30%):		1,050	333				
<b>TOTAL:</b>		<b>4,552</b>	<b>1,441</b>				
Police Department Employee Facilities	Training Room (100 people)	2,600		PD14	50	52	2,600
	Male Locker/Shower/Toilet	728		PD15	26	28	728
	Female Locker/Shower/Toilet	288		PD16	16	18	288
	Fitness Room	600		PD17	30	20	600
	Subtotal:		4,216	-			
Area Grossing Factor (10%):		422	-				
Circulation (30%):		1,391	-				
<b>TOTAL:</b>		<b>6,029</b>	<b>-</b>				
Police Department Sally Port	Sally Port (can be incorporated as part of canopy)	864		PD18	24	36	864
Subtotal:		864	-				
Circulation:		n/a	n/a				
<b>TOTAL:</b>		<b>864</b>	<b>-</b>				Not included in building total

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Area	Description	Proposed SF	Existing SF	Room Data #	Room / Area		Dims. size
					length	width	
Utility Rooms	Janitor Closet 1	36		-	6	6	36
	Janitor Closet 2	36		-	6	6	36
	IT Room 1	288		-	16	18	288
	IT Room 2	288		-	16	18	288
	Telephone / Data Room 1	100		-	10	10	100
	Telephone / Data Room 2	100		-	10	10	100
	Electrical Room 1	216		-	12	18	216
	Electrical Room 2	144		-	12	12	144
	Plumbing & Fire Protection Room	252		-	14	18	252
	Mechanical Room	324		-	18	18	324
	Subtotal:		1,784	-			
Area Grossing Factor (5%):		89	-				
Circulation (10%):		187	-				
<b>TOTAL:</b>		<b>2,061</b>	<b>-</b>				

<b>PROPOSED FACILITY TOTAL:</b>	<b>21,447</b>	<b>6,628 existing</b>
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<b>Police Department Vehicle Storage</b>	Vehicle / Equipment Canopy (8 vehicles)	3,360		F1	112	30	3,360
Subtotal:		3,360	-				
Area Grossing Factor (5%):		168	-				
Circulation:		n/a	n/a				
<b>TOTAL:</b>		<b>3,528</b>	<b>-</b>				

Not included in building total