

FIRE DEPARTMENT - Lobby, Toilet, Gym & Conference/Training Room are assumed to be shared by both the police and fire departments. They are listed here in but not in the proposed area column because they are already accounted for in the police program of space needs.

Note: the columns below represent the town staff/teams proposed area allocations, the "bare bones" column is the absolute minimal space to accomplish the program

SPACE/ACTIVITY	DESCRIPTION / REQUIREMENTS / REMARKS	ADJACENT TO	EXIST. AREA	PROP. AREA	BARE BONES	NOTES
Lobby (shared with police dept.)	Shared space that is serviceable, professional and appealing to the customer/citizen and visitors. Limited comfort should be afforded to the "customer". Controlled access to other points in facility. Audio/visual should be in place. 20' x 15' - 300	Both Fire and Police interior entrances - access to info. Source - i.e.: Dispatcher/or support personnel	0	0		
Public Toilets (2) (Shared with police dept.)	1 HC unit and 1 non HC unit - unisex/56 sf each - 112	Lobby	30	0		
Cardio (Shared with police dept.)	Universal weight system, treadmill (preferably 2 hp commercial type), Stair Mill US Stair Climber, Mirrored Walls, rubber matted floors, free weights, benches, rowing machine, 20'x20' - 400	Locker Room, Squad Room	0	0		
Conference/Training Room (Shared with police dept.)	Seating for 50 at 2'-0" wide folding tables. Blackboard or Whiteboard and screen. Computer network; EOC function?; shared by fire& police & used as multi-purpose room. - 600	Fire Department Kitchen	616	0		
Conference/Training Storage (Shared with police dept.)	200			0		
Elevator (Shared with police dept.)	2 stop - 100		0	0		
Elevator Machine Room (Shared with police dept.)	56		0	0		
Mechanical Room (Shared with police dept.)	300			0		
Fire and Medical Apparatus	2 Pumpers (30' (can be parked one behind the other), 1 Utility Truck (20'), 1 Tanker (26'), 1 Aerial Ladder (46'), 1 Forestry Truck (20'), 1 Antique Pumper (15', 1 Rescue (26'), 1 Ambulance (20')/ Turnout gear racks for 35 along sides of apparatus bays, shielded from sunlight, pumper water fill, need 12' high x 12' wide doors/4 doors preferred/2 drive thru bays- no radiant floor heat - Vehicle exhaust system		3340	4800	4220	3 or 4 bays. No provision for future medical apparatus. Added space for storage. Antique pumper stored at PW garage. Make provision
Chief's Office	Chief's office, computer network. Space for visitors seats 2nd floor ok		110	200	200	
Secretary Office	Radio controls - 2nd floor ok - 8' x 8' General Office/Library, computer network, 1 person with 2 visitors		0	144	64	0
Fire Prevention/Pre-Fire Planning/General Office	Plan review table, plan storage and work area. Computer net-work. Not required to be off apparatus bays		0	200	200	
Conference/Library Work Shop	Seating at table for 6. Computer network. Workbench, storage shelves, safety cabinet, door required	Chief's Office App bays	0	180	180	
Bunk Room	5 bunks total - (1) 2 bunk room and (1) 3 bunk room - open room w/ 4" CMU walls between bunks for acoustic & privacy.		0	300	300	Added SCBA filling

Men's Locker Room	6 lockable lockers with bench - 1 toilet/shower/sink		0	180	180	
Women's Locker Room	4 lockable lockers with bench - 1 toilet/shower/sink		0	120	120	
Equipment Storage	Storage for fire/rescue supplies and equipment separate from Apparatus	Apparatus Bays	0	300	225	
EMS Storage	Secure storage for EMS equipment and supplies. Clean & secure w/ epoxy floor 10'x10'	Apparatus Bays	0	100	100	
SCBA Filling and Storage	Room for SCBA compressor, cascade, total containment fill station, spare bottle storage and small workbench./ compressor needs access to ext wall for fresh air	Apparatus Bays	0	150	0	Added to workshop
Kitchen & Day Room	Refrigerator, stove, with oven, microwave, 2 basin sink, counter space, cabinets. Seating for 6; remote from apparatus bays ok 2nd floor ok		0	350	350	
Hose Storage (Existing is located within app.)	Racks for 2,000' of 4" LDH, 1,000' of 1 3/4", 400' of 2" and 1,000' of 2 1/2" fire hose, Circul-Air RotoJet hose washer. Can be area off of Apparatus - racks along wall	Tower	0	250	0	Use Porto-Rak Mobile Hose Storage Unit on apparatus floor
Hose Tower	Capacity for 2,000' of 4" LDH (100' lengths), and 1,000' of 1 3/4" to 2 1/2" (50' lengths) hose. For drying hoses & training too. 18x18	Parking & App Bays	0	374	0	Use 2 - Circul-Air hose and equipment dryer on apparatus
Decontamination & Extractor	Turnout gear, washer-extractor capable of washing two sets of gear at once, and washbasin. Drain in floor & dryer - Shower - 2 stalls?		0	150	150	
Janitor Closet	Slop sink, storage of cleaning equipment and supplies. For living and app bay area.		0	80	80	
Communication Closet	Utility room for telephone, cable, power, network equipment , and alarm equipment - Radio		0	75	75	
Sub-Total Sf area			4,096	8,167	6,644	
8% Multiplier for Circulation				653	532	
Subtotal w/ circulation				8,820	7,176	
10% Multiplier for Walls				882	718	
Total			4,304	9,702	7,893	

POLICE DEPARTMENT - Lobby, Toilets, Gym & Conference/Training Room, etc. are assumed to be shared by both the police and fire departments. They are accounted for in this police program of space needs and only listed as info. in the fire program of space needs.

Note: the columns below represent the town staff/teams proposed area allocations, the "bare bones" column is the absolute minimal space to accomplish the program

SPACE/ACTIVITY	DESCRIPTION / REQUIREMENTS / REMARKS	ADJACENT TO	EXIST. AREA	PROP. AREA	BARE BONES	NOTES
Lobby (Shared with fire dept.)	Shared space that is serviceable, professional and appealing to the customer/citizen and visitors. Limited comfort should be afforded to the "customer". Controlled access to other points in facility. Audio/visual should be in place. 20' x 15' Receptionist greets visitors - 4 people max at a time	Both Fire and Police interior entrances - access to info. Source - i.e.: Dispatcher/or support personnel	84	300	150	
Public Toilets (2)(Shared with fire dept.)	1 HC unit and 1 non HC unit - unisex/56 sf each	Lobby	47	112	56	1 HC toilet
Elevator (Shared with fire dept.)	2 stop			100	100	
Elevator Machine Room (Shared with fire dept.)				56	50	
Mechanical Room (Shared with fire dept.)				300	300	
Cardio (Shared with fire dept.)	Universal weight system, treadmill (6' x 4') (preferably 2 hp commercial type), Stair Mill (4'x 8'), Mirrored Walls, rubber matted floors, rowing machine (8' x 3'), 20'x20' room	Locker Room, Squad Room	0	400	0	Keep for wellness of police/fire?
Conference/Training/ Squad Room (Shared with fire dept.) 35 current firemen	Seating for 40 at 2'-0" wide folding tables. Blackboard or Whiteboard and screen. Computer network; EOC function?; shared by fire & police & used as multi-purpose room. Accessible from lobby & locked off from rest of building Conference table available - preferably portable/ sectional type, audio/ visual equipment - wall mounted, AC control, library book shelves, wall-mounted - used for training, press releases Requires changeable interior furnishings. E.G. Role call use or training use - possible split center, moveable wall. Requires 30' x 25' (est. 750 sq.ft.)	Fire Department Kitchen	370	600	500	Seating for 30.
Conference/Training Storage	Storage of folding tables and chairs			200	150	
Receptionist & Communications	Works as confidential secretary to Police Chief. (Job description available.) Requires significant office space (+/- 208 sq. ft.) To place office furnishings and functional area, ergonomically designed workspace preferable. Lighting is important. +/- 16' x 13'. Complete setup for 2-person operation & wired for EOC-16'x13' (Dispatch is contracted out to Hartford currently)	Police Chief's office and near entrance to Police Department	208	250	200	150 Adequate for 1 person; tight for 2 persons
Chief of Police	Plans, organizes, staffs, trains, budgets, equips, coordinates, acts as public information person, reports and directs Police Department. Requires significant office space (+/- 208 sq. ft.) For office equipment/ furniture, files, etc. Small meeting area within room. Lighting is important- shower, lav, closet space. 16'x13'	Administrative Assistant and conference/interview area.	208	208	200	
Chief Toilet/Shower.		Chief of Police	55	60	0	Use locker room facilities.

Executive Officer/ Sergeant's Office	Functions as second in command, patrol operations supervisor (Job description available.) Requires office space of +/- 200 sq. ft. for office furniture, equipment, space to seat at least two per-sons, room for some storage- personal locker or closet.	Chief of Police and access to conference/interview room	144	144	130	100 would be small
Detective Office (Current Female Office)	Functions as major crime investigator, supervised by Chief of Police. (Job description available - needs revision.) Requires office space with ample room for necessary office furniture and files. Space needs somewhat less than Executive Officer/Sergeant. 12' x 12'	Sergeant's Office	115	144	0	Standard size for 1 person
Report Writing (Current Office for 3)	Requires workspace for three officers - office furniture, computers, equipment & 2-drawer file cabinets. (3) 8' x 8' spaces	Squad Room	135	192	192	150 fot 2. <i>Adequate for 2 persons; tight for 3 persons</i>
Break Room (Current kitchen only)	Functional kitchen, fully aplianced with ample room for employees to meet and eat. Requires tables, chairs, "tile" floor for easy cleaning. Probably tables which can configure to different shapes, bulletin board 24' x 16'	Centralized - To Locker Room	120	200	150	
M/F Locker rooms with toilets and showers in each	Women's - 3 lockers w/ toilet, sink and shower (120sf) Men's - 8 lockers w/ toilet, sink and shower (180sf) Use large sized lockers - 2' wide x 2' deep w/ sloped top Existing space includes boiler room and uniform storage	Squad Room	196	300	300	
Interview	Windows optional in this room. Requires standard office furniture - table, chair, phone - possible one-way glass wall.	Adjacent or close to building entrance/exit	0	72	72	
General Storage	Functional, adjustable shelves and various racks for equipment. 15' x 15'	Janitor	250	250	200	
Janitor	Space enough to hold all necessary supplies and cleaning equipment with sink.	Mechanical Room	0	50	50	
Process	Requires functional space, limited furniture - photo area, DUI testing equipment, fingerprint area - wall-mounted "secure" handcuff rings. 12' x 12'	Sallyport	0	144	60	Small areas or closet type space off hallway
Sallyport	Functional for one full-size SUV-style vehicle. Overhead auto garage doors. Audio/video. Completely washable walls, floors with center drain - possible dual purpose use to wash vehicles Est. 24' x 20'	Process Room	0	480	0	Make provision for addition of 18'x32' (414 sq ft) sallyport in future.
Evidence	Requires shelving (adjustable), gun racks, various size bins, se-cure room, fireproof construction - vault-type room, vented 10'x 10'	Detective's office	35	100	72	
Archived Storage			0	60	60	
Sub-Total SF area			1,967	4,722	2,992	
30% Multiplier (Mech/Elec, Circ, Walls)				1,417	898	
Total			2,234	6,139	3,890	