

TOPSFIELD TOWN HALL

PROPOSED ADDITIONS AND ALTERATIONS

BUILDING PROGRAM

15 JUL 02

THE GALANTE ARCHITECTURE STUDIO
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| Function | Net Program Areas |
|-------------------------------------|-------------------|
| 0.0 Site work | |
| 0.1 parking - by owner | |
| 0.2 accessible ramp | |
| <hr/> | |
| 1.0 Basement | |
| 1.1 Storage area | 168 |
| 1.2 mechanical | |
| Total net area (s.f.) | <u>168</u> |
| 2.0 Main entrance | |
| 2.1 Lobby | 180 |
| 2.2 Elevator | 80 |
| Total net area (s.f.) | <u>260</u> |
| 3.0 Selectmen | |
| 3.1 Selectmen's office (central) | 256 |
| 3.2 Selectmen conference room | 260 |
| 3.3 Select board office space | 196 |
| 3.4 Executive secretary office | 120 |
| Total net area (s.f.) | <u>832</u> |
| 4.0 Office of the Town Clerk | |
| 4.1 Town Clerk service area | 480 |
| 4.2 Town Clerk Office | 144 |
| 4.3 Town Clerk Vault | 144 |
| Total net area (s.f.) | <u>768</u> |
| 5.0 Treasurer/Collector | |
| 5.1 Treasurer/Collector Dept. Head | 120 |
| 5.2 Treasurer/Collector outside | 352 |
| Total net area (s.f.) | <u>472</u> |
| 6.0 Accounting office | |
| 6.1 Accounting office | 360 |
| Total net area (s.f.) | <u>360</u> |
| 7.0 Assessing | |
| 7.1 Assessor's office | 600 |
| Total net area (s.f.) | <u>600</u> |

| Function | Net Program Areas |
|---|------------------------------------|
| 8.0 Board of Health | |
| 8.1 Board of Health office | |
| | 320 |
| | Total net area (s.f.) <u>320</u> |
| 9.0 Inspectional Services | |
| 9.1 Inspectional services | |
| | 900 |
| | Total net area (s.f.) <u>900</u> |
| 10.0 Conservation Commission | |
| 10.1 conservation commission office | |
| | 450 |
| | Total net area (s.f.) <u>450</u> |
| 11.0 Engineering | |
| 11.1 Office | 256 |
| 11.2 Annex | 80 |
| | Total net area (s.f.) <u>336</u> |
| 12.0 Planning Board | |
| 12.1 Planning board | |
| | 300 |
| | Total net area (s.f.) <u>300</u> |
| 13.0 Meeting space | |
| 13.1 Assembly space (second floor existing) | 3,680 |
| 13.2 Central meeting space (50 person / 2) | 600 |
| 13.3 Common meeting room | 350 |
| 13.4 staff lounge | 300 |
| | Total net area (s.f.) <u>4,930</u> |
| <hr/> | |
| Total net area - Town Hall | 10,696 |

| Function | Net Program Areas |
|--|-------------------|
| 14.0 Senior Center - Council on Aging | |
| 14.1 director's office | 225 |
| 14.2 kitchen | 256 |
| 14.3 storage | 128 |
| 14.4 function space | 2,400 |
| 14.5 reception | 176 |
| 14.6 meeting room(s) | 416 |
| Total net area (s.f.) | 3,601 |
| <hr/> | |
| Total net area - council on aging | 3,601 |
| | |
| Total net square foot area - combined COA + Town Hall | 14,297 |
| Net to gross factor | 18% 2,573 |
| Total gross square foot area | 16,870 |
| | |
| <hr/> | |
| Existing building = 3,680 gsf per floor 2 floors | 7,360 |
| Total gross square foot addition | 9,510 |

Function / Description

Storage of Voting equipment and voting booths

Area

*12 x 14 min.
and mechanical*

Ceiling Height

Users

Access

Public *no*

Staff *X*

Adjacencies

Hours of Operation

*mon - fri
8:30 am - 5 pm*

Contents of room

Built in Furniture

Environmental Conditions

Daylight *X*

Control *X*

Control type *locked*

Artificial Lighting *X*

Dimming

Acoustical

NC Rating

Loose Furniture

Equipment

Voting equipment / booths

(2) Computers

(1) Printer

Other

Notes

Services

Water

Electricity *X*

Telephone / Intercom *X*

Computer / Internet *X*

Public Address System

Clock

Other

Function / Description

new main entry / elevator core

Area

260 sf

Ceiling Height

Users

Staff, Public - all

Access

Public

X

Staff

X

Adjacencies

Corridors

Hours of Operation

mon - fri

8:30 am - 4 pm

Contents of room

Directory

Environmental Conditions

Daylight

X

Control

X

Control type

lock / handle

Equipment

Artificial Lighting

X

Dimming

Acoustical

Other

NC Rating

Notes

Services

Water

Electricity

220v

Telephone / Intercom

X

Computer / Internet

X

Public Address System

X

Other

elevator controls

Function / Description

Selectmen's Central Office
2

Area

256 sf

Ceiling Height

Users

Staff, Public (to front central office only)

Access

Public X

Staff X

Adjacencies

Executive Secretary Office
Conference Room
Town Accountant
Central Computer Server
Board Office

Hours of Operation

mon - fri
8:30 am - 4 pm
peak
8:30 am - noon

Contents of room

Built in Furniture

Loose Furniture

(2) desks, (2) computer tables, (1) table, (1) cabinet
(4) four drawer files, (1) bookcase

Equipment

(2) computers, (1) printer, (1) fax machine

Other

Notes

Environmental Conditions

Daylight X

Control

Control type locked

Artificial Lighting X

Dimming

Acoustical

NC Rating

Services

Water

Electricity 120 v

Telephone / Intercom

Computer / Internet X

Public Address System X

Clock X

Other

| | |
|--|-------------------------------------|
| Function / Description | Area 260 sf |
| <i>Selectmen Conference Room</i> | Ceiling Height |
| Users | Access |
| <i>12-15 people</i> | Public |
| | Staff X |
| Adjacencies | Hours of Operation |
| <i>Selectmen Office</i> | <i>mon - fri 8:30 am - 5 pm</i> |
| Contents of room | Environmental Conditions |
| Built in Furniture | Daylight |
| Loose Furniture | Control X |
| <i>(1) large table seating 8-10 people, (8) chairs (10) folding chairs, (1) bookcase</i> | Control type Locked |
| Equipment | Artificial Lighting X |
| | Dimming |
| | Acoustical |
| | NC Rating |
| Other | Services |
| Notes | Water |
| <i>Shared common area with other administrative offices</i> | Electricity X |
| | Telephone / Intercom X |
| | Computer / Internet |
| | Public Address System |
| | Clock |
| | Other |

Function / Description

Office space for 3 selectmen

Area

196 sf

Ceiling Height

Users

3

Access

Public

no

Staff

X

Adjacencies

*Executive Secretary
Selectmen Office*

Hours of Operation

Contents of room

Built in Furniture

Loose Furniture

*(3) desks, (3) chairs, (3) four drawer files, (1) bookcase
(3) side-chairs*

Equipment

Other

Notes

Environmental Conditions

Daylight

Control

Control type

Locked

Artificial Lighting

x

Dimming

Acoustical

NC Rating

Services

Water

Electricity

Telephone / Intercom

Computer / Internet

Public Address System

Clock

Other

Function / Description

Executive Secretary Office

Area

120 sf

Ceiling Height

Users

Executive Secretary

Access

Public

no

Staff

X

Adjacencies

Selectmen Office

Hours of Operation

mon - fri

8:30 am - 5 pm

Contents of room

Built in Furniture

Loose Furniture

*(1) desk, (1) chair, (1) computer station, (1) book case
(1) chair for guest, (1) cabinet, (2) two drawer files, (1) table*

Equipment

(1) computer

Other

Notes

Entrance should be off of main central office

Environmental Conditions

Daylight

Control

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

NC Rating

Services

Water

Electricity

X

Telephone / Intercom

X

Computer / Internet

X

Public Address System

Clock

Other

Function / Description

Area 480 sf min.

Ceiling Height

Users

numerous persons

Access

Public X (up to service counter)

Staff X

Adjacencies

Town Clerk Office, Town Clerk Vault

Hours of Operation

mon - fri
8:30 am - 5 pm

Contents of room

Built in Furniture

Full room length counter 7 ft. into room
6 ft. of counter to be adjustable for handicapped use
Opposite end of counter to have swing entry for TC staff

Loose Furniture

(4) metal fireproof file cabinets, (3) side chairs, (2) desk chairs
(2) work stations w/ chairs

Equipment

(1) printer, (1) computer

Other

Notes

See attached plan sketch

Environmental Conditions

Daylight X

Control X

Control type locked

Artificial Lighting X

Dimming

Acoustical

NC Rating

Services

Water

Electricity X

Telephone / Intercom X

Computer / Internet X

Public Address System

Clock

Other

Function / Description

Area *144 sf min.*

Ceiling Height 10 ft

Users

Town Clerk, Assistant Town Clerk, & Office Staff

Access

Public *no*

Staff *X (no access by other departments)*

Adjacencies

*Town Clerk Vault
Town Clerk Service Area*

Hours of Operation

*mon - fri
8:30 am - 5 pm*

Contents of room

Built in Furniture

Loose Furniture

*(1) desk chair, (2) side chairs, (1) work station.
(1) long wall bookcase*

Equipment

Other

Notes

Due to access to vault, security is to be optimized

See attached plan sketch

Environmental Conditions

Daylight *X*

Control *X*

Control type *locked*

Artificial Lighting *X*

Dimming

Acoustical

NC Rating

Services

Water

Electricity *X*

Telephone / Intercom *X*

Computer / Internet *X*

Public Address System

Clock

Other

Function / Description

Area

144 sf min.

Ceiling Height

10 ft

Users

Access

Public

no

Staff

X (no access by other departments)

Adjacencies

Accessible within confines of office

Hours of Operation

mon - fri

8:30 am - 5 pm

Contents of room

Built in Furniture

Loose Furniture

Metal Shelving, Storage Units
Roller Shelves

Equipment

(1) Long Table, (2) chairs

Other

Notes

Design parameters are set by the Secretary of State's office

Security is to be optimized

See attached plan sketch

Environmental Conditions

Daylight

X

Control

X

Control type

locked

Artificial Lighting

X

Dimming

Acoustical

NC Rating

Services

Water

Electricity

X

Telephone / Intercom

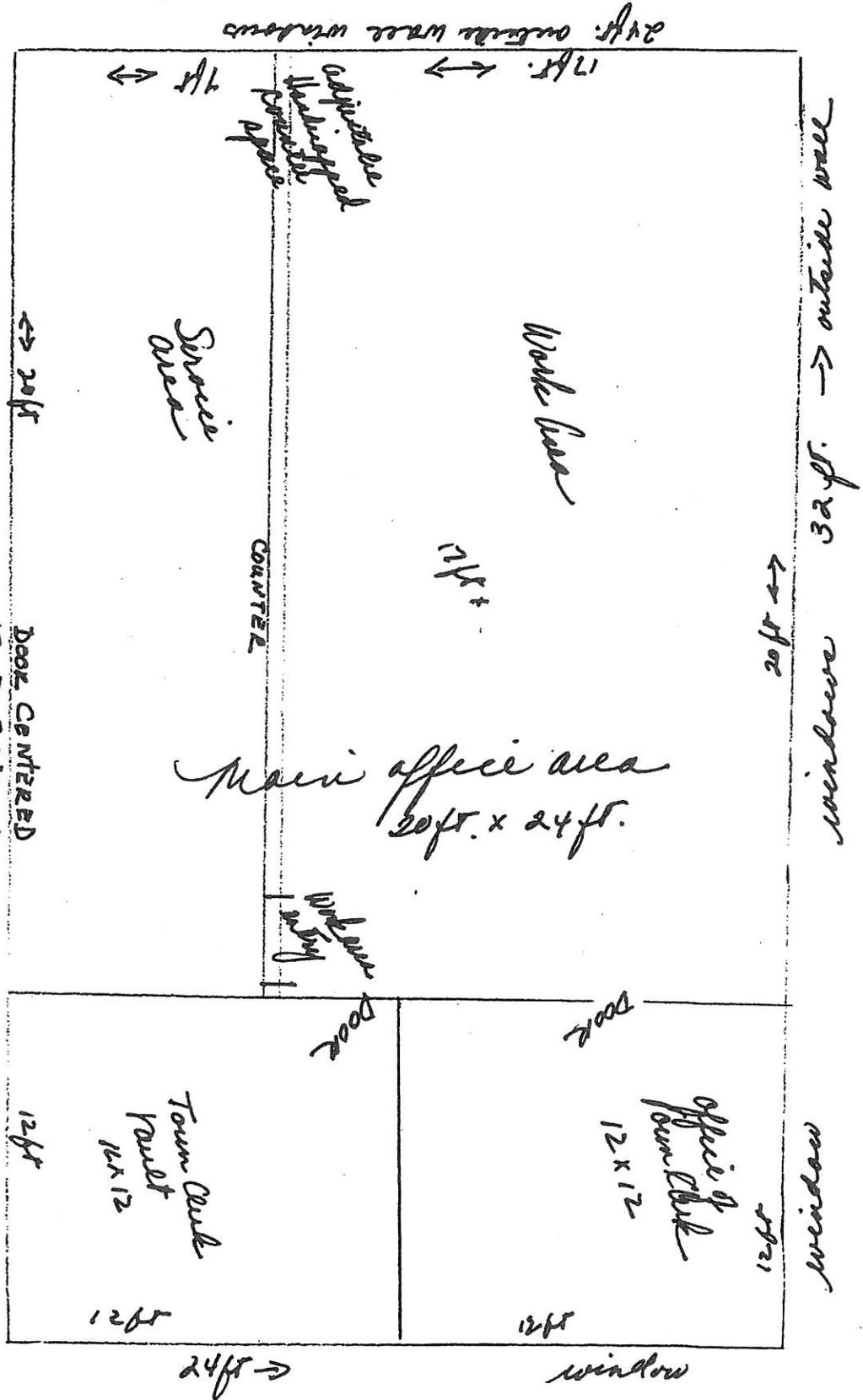
Computer / Internet

Public Address System

Clock

Other

Town Clerk's Envisioned Office of the Town Clerk Sketch



Note: as much window area as allowed by design.

Shell wall

Facing office

Note: Tables not in place

| | | |
|--|---------------------------------|--------|
| Function / Description | Area | 120 sf |
| <i>Treasurer's Office</i> | Ceiling Height | |
| Users | Access | |
| 3 | Public | no |
| | Staff | X |
| Adjacencies | Hours of Operation | |
| Assessing & Accountants Office | mon - fri | |
| | 8:30 am - 5 pm | |
| Contents of room | Environmental Conditions | |
| Built in Furniture | Daylight | |
| Loose Furniture | Control | X |
| <i>(1) desk chair, seating for meetings, (1) bookcase, (2) file cab.</i> | Control type | Locked |
| <i>(1) fire-proof safe</i> | Artificial Lighting | X |
| Equipment | Dimming | |
| <i>(1) computer, (1) printer,</i> | Acoustical | |
| Other | NC Rating | |
| Notes | Services | |
| Lock down steel curtain @ counter | Water | |
| | Electricity | X |
| | Telephone / Intercom | X |
| | Computer / Internet | X |
| | Public Address System | |
| | Clock | |
| | Other | |

Function / Description

Area 352 sf

Treasurer Collectors Outside Office

Ceiling Height

Users

Access

3

Public X

Staff X

Adjacencies

Hours of Operation

Assessing & Accountants Office

mon - fri
8:30 am - 4 pm
peak
8:30 am - 4 pm

Contents of room

Built in Furniture

Counter w/ lockable, fireproof cash drawer underneath

Loose Furniture

*(2) chairs, (1) fire-safe file cabinet, (3) file cabinets, (3) bookcases
(1) stool @ counter, (2) computer workstations w/desks*

Equipment

(3) computers, (3) printers, (1) copy machine

Other

Environmental Conditions

Daylight

Control X

Control type Locked

Artificial Lighting X

Dimming

Acoustical

NC Rating

Notes

Services

Lock down steel curtain @ counter

Water

Electricity X

Telephone / Intercom X

Computer / Internet X

Public Address System

Clock

Other

Function / Description

Doesn't serve gen. Public but is used by many other depts. frequently

Area

360 sf

Ceiling Height

Users

2

Access

Public

no

Staff

X

Adjacencies

Assessors & Treasurer

Hours of Operation

mon - fri

8:30 am - 4:30 pm

Contents of room

Built in Furniture

(1) wall shelves

Loose Furniture

*(1) desk w/arm, (4) desk chairs, (1) desk w/cubby, (2) library tables
(2) bookcases, (5) file cabinets, (1) fire-proof cabinet*

Equipment

(2) Computers, (2) laser printer,

Other

Notes

Accounting office should not share a common area with other offices for control purposes

Environmental Conditions

Daylight

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

NC Rating

Services

Water

Electricity

X

Telephone / Intercom

X

Computer / Internet

X

Public Address System

Clock

Other

Function / Description

*Counter for public
Access to interior office for confidential matters*

Area

600 sf min.

Ceiling Height

Users

2

Access

Public

Staff

X

Adjacencies

Treasurer/Collector Office

Hours of Operation

*mon - fri
8:30 am - 5 pm
peak
9 am - 4 pm*

Contents of room

Built in Furniture

Counter for public

Loose Furniture

*(2) map drawer files, (6)
(1) lateral file cabinet, (2) desks, (2) chairs, (2) computer stations
(1) table w/, (3) chairs*

Equipment

*(2) computers, (2) printer, (1) "heavy duty " printer
(1) computer terminal*

Other

Environmental Conditions

Daylight

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

NC Rating

Notes

*office area for 1-2 people
separate office & equipment for principal assessor*

Services

Water

Electricity

X

Telephone / Intercom

X

Computer / Internet

X

Public Address System

Clock

Other

Function / Description

*Counter for public
Access to interior office for confidential matters*

Area

16 x 20

Ceiling Height

Users

1.5

Access

| | |
|--------|---|
| Public | X |
| Staff | X |

Adjacencies

Easy access by Town Engineer/Sanitarian

Hours of Operation

*mon - fri
8 am - 5 pm*

Contents of room

Built in Furniture

Counter for public

Loose Furniture

*(2) map drawer files, (6)
(1) lateral file cabinet, (2) desks, (2) chairs, (2) computer stations
(1) table w/, (3) chairs*

Equipment

*(2) computers, (2) printer, (1) "heavy duty " printer
(1) computer terminal*

Other

Notes

*office area for 1-2 people
separate office & equipment for principal assessor*

Environmental Conditions

| | |
|---------------------|--------|
| Daylight | X |
| Control | X |
| Control type | Locked |
| Artificial Lighting | X |
| Dimming | |
| Acoustical | |
| NC Rating | |

Services

| | |
|-----------------------|---|
| Water | |
| Electricity | X |
| Telephone / Intercom | X |
| Computer / Internet | X |
| Public Address System | |
| Clock | |
| Other | |

Function / Description

Inspectional Services Department

Area

900 sf

Ceiling Height

Users

4 total - generally 3 at a time

Access

Public

Staff

X

Adjacencies

Hours of Operation

mon. - thurs.

7 am - 12 pm

peak

7 am - 12 pm

Contents of room

Built in Furniture

Loose Furniture

*(4) Desks, (4) chairs, (5) chairs, (8) file cabinets, (3) storage cabinets
(2) bookcases, (4) folding tables*

Equipment

(1) computer, (1) printer, (1) fax machine

Other

Notes

Private, secure offices for each inspector

Offices should be set up with reception/secretary area

Area for plan review

Environmental Conditions

Daylight

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

NC Rating

Services

Water

Electricity

X

Telephone / Intercom

X

Computer / Internet

X

Public Address System

Clock

Other

Function / Description

Conservation Commission Office

Area 450 sf

Ceiling Height

Users

3

Access

Public no

Staff X

Adjacencies

Building Inspector, Other Inspectors, Town Engineer

Hours of Operation

*mon - fri
8:30 am - 4:30 pm
peak
9 am - noon*

Contents of room

Built in Furniture

Loose Furniture

*(3) desks, (3) work table.
(2) computer space, (1) storage cabinet, (1) plan rack
(1) Desk, (1) Upright Storage Cabinet*

Equipment

(1) scanner, (2) computers, (1) printer

Other

Notes

Separate office w/door for administrator and an area for assistant/secretary within the office

Environmental Conditions

Daylight

Control X

Control type Locked

Artificial Lighting X

Dimming

Acoustical

NC Rating

Services

Water

Electricity

Telephone / Intercom

Computer / Internet

Public Address System

Clock

Other

Function / Description

Office

Area

256 sf

Ceiling Height

Users

2

Access

Public

no

Staff

X

Adjacencies

*Conservative Commission
Assessors*

Hours of Operation

*mon - fri
9 am - 5 pm*

*peak
9 am - noon*

Contents of room

Built in Furniture

Loose Furniture

*(3) std. Files, (3) lateral files, (1) 2 drawer file, (1) "U" desk
(1) table, (1) Dwg. File Rack, (1) Plan File 10 drawer*

Equipment

(1) plotter, (2) computers, (1) printer

Other

Environmental Conditions

Daylight

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

NC Rating

Notes

Board of Health septic system files are located in this area

Services

Water

Electricity

X

Telephone / Intercom

X

Computer / Internet

X

Public Address System

Clock

Other

Function / Description

Plan Storage

Area

80 sf

Ceiling Height

Users

2

Access

Public

no

Staff

X

Adjacencies

*Conservative Commission
Assessors*

Hours of Operation

*mon - fri
9 am - 5 pm*

*peak
9 am - noon*

Contents of room

Built in Furniture

Loose Furniture

*(3) std. Files, (3) lateral files, (1) 2 drawer file, (1) "U" desk
(1) table, (1) Dwg. File Rack, (1) Plan File 10 drawer*

Equipment

(1) plotter, (2) computers, (1) printer

Other

Environmental Conditions

Daylight

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

NC Rating

Notes

Board of Health septic system files are located in this area

Services

Water

Electricity

X

Telephone / Intercom

X

Computer / Internet

X

Public Address System

Clock

Other

Function / Description

Office & Plan Storage

Area

300 sf

Ceiling Height

9 ft

Users

1-6 staff

Access

Public *yes (night meeting & business hours)*
 Staff X

Students

Adjacencies

*Meeting Space
 Similar Boards - Zoning, Conservation Commission
 Inspectional Services, Town Engineer*

Hours of Operation

Contents of room

Built in Furniture

Loose Furniture

*(1) Desk, (1) Chair, File Cabinets
 (1) Conference Table, (7) Chairs, (1) Computer, (1) Printer*

Equipment

Other

Notes

Environmental Conditions

Daylight

Control X

Control type *Locked*

Artificial Lighting X

Dimming

Acoustical

NC Rating

Services

Water

Electricity X

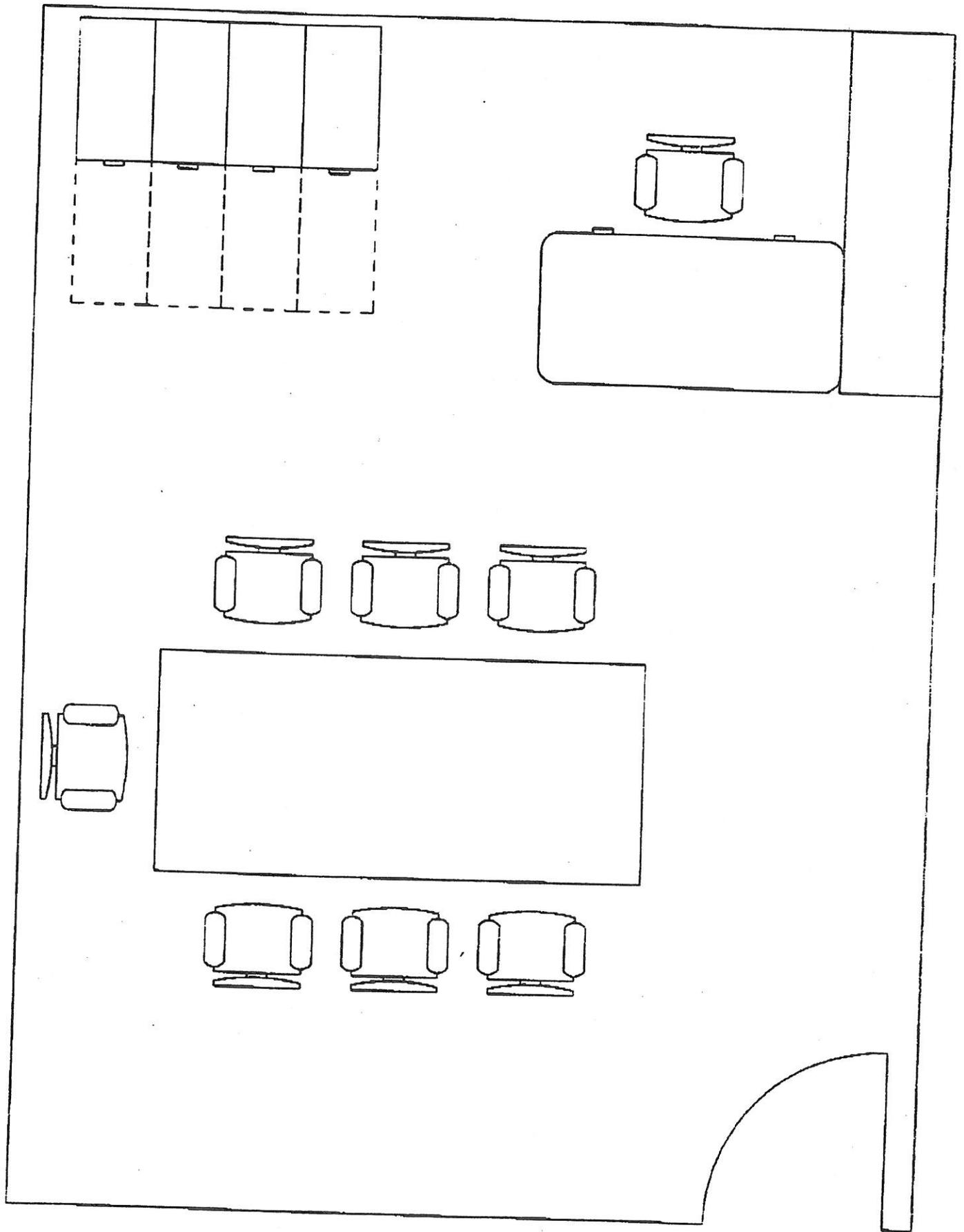
Telephone / Intercom X

Computer / Internet X

Public Address System

Clock

Other



PLANNING BOARD.

Function / Description

General assembly

Area

3,680 sf

Ceiling Height

Users

Access

Public *yes (night meeting & business hours)*

Staff *X*

Students

Adjacencies

Meeting Space

Hours of Operation

Contents of room

Built in Furniture

Loose Furniture

tables / chairs

Equipment

Other

Notes

Environmental Conditions

Daylight *X*

Control *X*

Control type *Locked*

Artificial Lighting *X*

Dimming *X*

Acoustical *yes*

NC Rating *??*

Services

Water

Electricity *X*

Telephone / Intercom *X*

Computer / Internet *X*

Public Address System *X*

Clock *X*

Other *projection system*

Function / Description

board meetings / hearings

Area 600 sf

Ceiling Height 9 ft

Users

1-6 staff

Access

Public *yes (night meeting & business hours)*
 Staff *X*

Students

Adjacencies

*Similar Boards - Zoning, Conservation Commission
 Inspectional Services, Town Engineer*

Hours of Operation

Contents of room

Built in Furniture

Loose Furniture

(1) Conference Table, (7) Chairs, (1) Computer, (1) Printer

Equipment

Other

Environmental Conditions

Daylight
 Control *X*
 Control type *Locked*
 Artificial Lighting *X*
 Dimming
 Acoustical
 NC Rating

Notes

Services

Water
 Electricity *X*
 Telephone / Intercom *X*
 Computer / Internet *X*
 Public Address System *X*
 Clock *X*
 Other

Function / Description

smaller meetings

Area 350 sf

Ceiling Height 9 ft

Users

Access

Public *yes (night meeting & business hours)*
 Staff X

Students

Adjacencies

Hours of Operation

Contents of room

Built in Furniture

Loose Furniture

(1) Conference Table, (6) Chairs

Equipment

Other

Notes

Environmental Conditions

Daylight

Control X

Control type *Locked*

Artificial Lighting X

Dimming

Acoustical

NC Rating

Services

Water

Electricity X

Telephone / Intercom X

Computer / Internet X

Public Address System X

Clock X

Other

Function / Description

Lunch / meetings

Area

300 sf

Ceiling Height

9 ft

Users

Access

Public

Staff

X

Students

Adjacencies

Hours of Operation

Contents of room

Built in Furniture

Loose Furniture

(1) Table, (6) Chairs, refridgerator, microwave, coffee

Equipment

Other

Notes

Environmental Conditions

Daylight

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

NC Rating

Services

Water

X

Electricity

X

Telephone / Intercom

X

Computer / Internet

X

Public Address System

X

Clock

X

Other

| | | |
|---|--------------------------------------|--------|
| Function / Description | Area | 225 sf |
| <i>director's office</i> | Ceiling Height | 9 ft |
| Users | Access | |
| <i>staff</i> | Public | |
| | Staff | X |
| Adjacencies | Hours of Operation | |
| <i>reception</i> | <i>mon - fri (possible weekends)</i> | |
| | <i>8 am - 4 pm</i> | |
| | <i>peak</i> | |
| | <i>9 am - 3 pm</i> | |
| Contents of room | Environmental Conditions | |
| Built in Furniture | Daylight | X |
| <i>Cabinetry & counters</i> | Control | X |
| Loose Furniture | Control type | Locked |
| <i>(1) desks, (3) files, (1) bookshelf, (2) chairs, (1) telephone</i> | Artificial Lighting | X |
| Equipment | Dimming | |
| <i>(1) computers, (1) printers, (1) printer/fax, (1) copies</i> | Acoustical | X |
| Other | NC Rating | |
| Notes | Services | |
| <i>Office spaces to house equipment</i> | Water | |
| <i>See attached plan sketch</i> | Electricity | X |
| | Telephone / Intercom | X |
| | Computer / Internet | X |
| | Public Address System | X |
| | Clock | |
| | Other | |

room design criteria

COA kitchen

14.2

Function / Description

kitchen

Area

256sf

Ceiling Height

9 ft

Users

staff

Access

Public

Staff

X

Adjacencies

function space

Hours of Operation

mon - fri (possible weekends)

8 am - 4 pm

peak

9 am - 3 pm

Contents of room

Built in Furniture

Cabinetry & counters

Loose Furniture

Equipment

*kitchen appliances - stove, oven, refrigerator, microwave
dishwasher, double sinks*

Other

Environmental Conditions

Daylight

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

X

NC Rating

Notes

See attached plan sketch

Services

Water

X

Electricity

X

Telephone / Intercom

X

Computer / Internet

Public Address System

X

Clock

Other

Function / Description

storage

Area

128 sf

Ceiling Height

9 ft

Users

staff

Access

Public

Staff

X

Adjacencies

function area

Hours of Operation

mon - fri (possible weekends)

8 am - 4 pm

peak

9 am - 3 pm

Contents of room

Built in Furniture

Loose Furniture

Equipment

Other

Notes

Office spaces to house equipment

See attached plan sketch

Environmental Conditions

Daylight

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

NC Rating

Services

Water

Electricity

X

Telephone / Intercom

Computer / Internet

X

Public Address System

Clock

Other

room design criteria

COA function space

14.4

Function / Description

Area

2,400 sf

function space

Ceiling Height

9 ft

Users

staff and public

Access

Public

X

Staff

X

Adjacencies

kitchen

Hours of Operation

mon - fri (possible weekends)

8 am - 4 pm

peak

9 am - 3 pm

Contents of room

Built in Furniture

Cabinetry & counters

Loose Furniture

(15) tables and (100) chairs

Equipment

Other

Environmental Conditions

Daylight

X

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

X

Acoustical

X

NC Rating

Notes

ADA compliance essential

Electricity for life safety

Fire alarm / burglar alarm as per code

Office spaces to house equipment

See attached plan sketch

Services

Water

X

Electricity

X

Telephone / Intercom

X

Computer / Internet

X

Public Address System

X

Clock

X

Other

room design criteria

COA reception

14.5

Function / Description

Area

176 sf

reception

Ceiling Height

9 ft

Users

Access

staff

Public

Staff

X

Adjacencies

Hours of Operation

director's office

mon - fri (possible weekends)

8 am - 4 pm

peak

9 am - 3 pm

Contents of room

Environmental Conditions

Built in Furniture

Daylight

X

Loose Furniture

Control

X

(1) desks, (3) files, (1) bookshelf, (2) chairs, (1) telephone

Control type

Locked

Equipment

Artificial Lighting

X

(1) computers, (1) printers, (1) printer/fax, (1) copies

Dimming

Acoustical

X

Other

NC Rating

Notes

Services

ADA compliance essential

Water

Electricity for life safety

Electricity

X

Fire alarm / burglar alarm as per code

Telephone / Intercom

X

Office spaces to house equipment

Computer / Internet

X

See attached plan sketch

Public Address System

X

Clock

X

Other

Function / Description

meeting rooms

Area

416 sf

Ceiling Height

9 ft

Users

staff

Access

Public

Staff

X

Adjacencies

Hours of Operation

mon - fri (possible weekends)

8 am - 4 pm

peak

9 am - 3 pm

Contents of room

Built in Furniture

Loose Furniture

(1) table each, (6) chairs each (1) telephone

Equipment

Other

Notes

ADA compliance essential

Electricity for life safety

Fire alarm / burglar alarm as per code

Office spaces to house equipment

See attached plan sketch

Environmental Conditions

Daylight

Control

X

Control type

Locked

Artificial Lighting

X

Dimming

Acoustical

X

NC Rating

Services

Water

Electricity

X

Telephone / Intercom

X

Computer / Internet

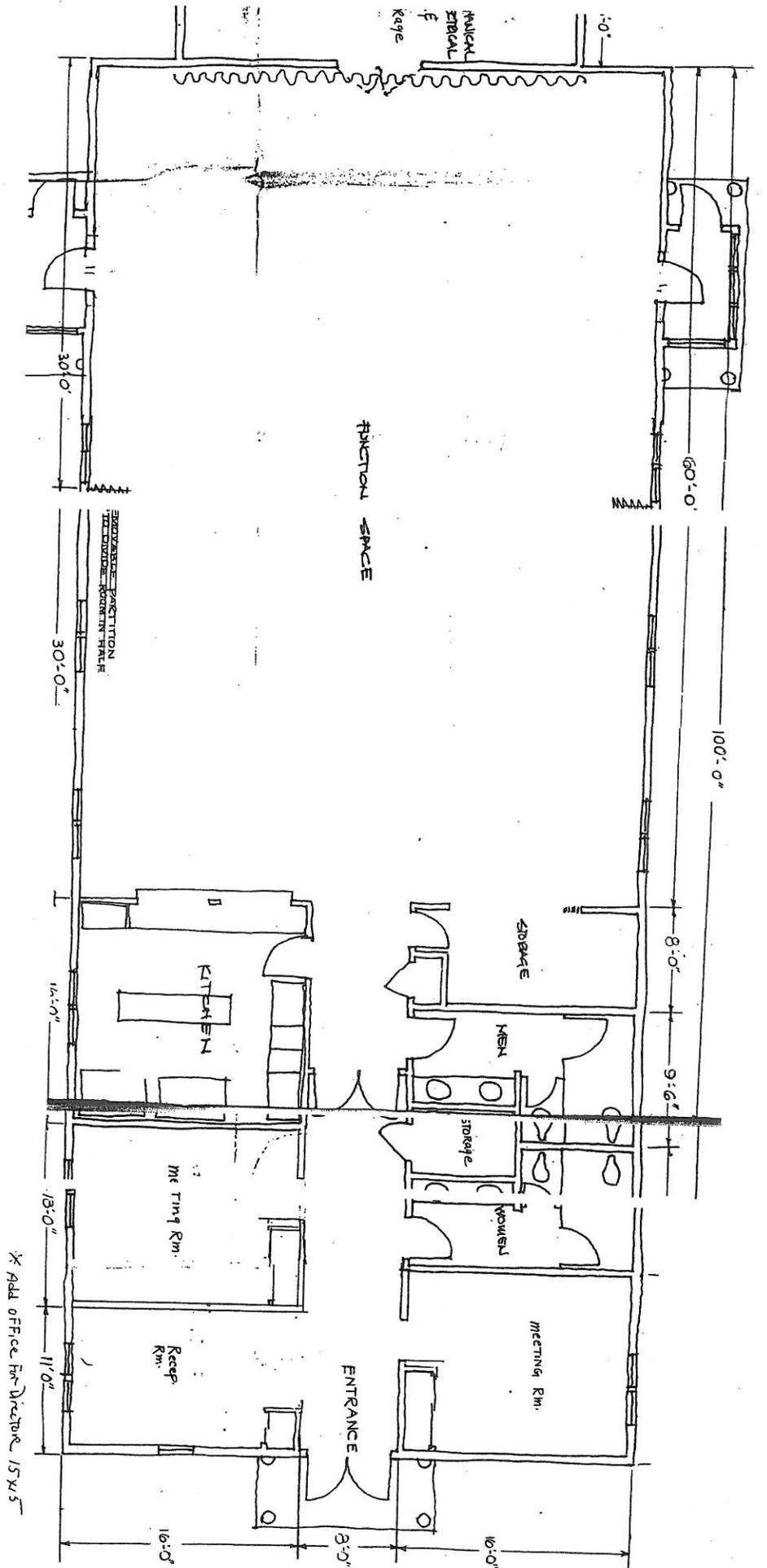
X

Public Address System

X

Clock

Other



* ADD OFFICE FOR DIRECTOR 15'x5'

COUNCIL ON AGEING