

Space Needs Assessment *for the* Bolton Public Safety Facility Bolton, Massachusetts



May 29, 2007

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Space Needs Assessment
for the
Bolton Public Safety Facility
Bolton Massachusetts

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GENERAL INFORMATION

Date: May 29, 2007

Police

Department: Bolton Police Department
Address: 967 Main Street
Bolton, Massachusetts 01740
Chief of Police: Mr. Vincent C. Alfano
Telephone No.: (978) - 779 - 2276
Fax No.: (978) - 779 - 5174

Fire

Department: Bolton Fire Department
Address: 15 Wattaquadock Hill Road
Bolton, Massachusetts 01740
Fire Chief: Mr. John Stephenson
Telephone No.: (978) - 779 - 2203

E.M.S.:

Address: Bolton Fire Department
15 Wattaquadock Hill Road
Bolton, Massachusetts 01740

Phased Construction Approach: Phase I includes initial build-out
Phase II indicates future build-out

SPACE NEEDS ASSESSMENT

SHARED USE SPACES

1. Public Lobby

a.	<u>Vestibule</u>	80
	1. Air-lock vestibule	
	2. Walk off mat	
	3. Door control to Main Desk / Dispatch	
	4. Intercom for after hours use	
	5. 24 Hour access to Public Lobby	
b.	<u>Lobby / Reception / Waiting</u>	400
	1. Access to Main Desk	
	2. Public Telephone / House Phone	
	3. Public seating for three (3)	
	4. Display Case	
	5. Pamphlet Rack	
	6. Tackboard	
	7. Water cooler	
c.	<u>Public Toilets</u>	2 @ 80 160
	1. Male, HC accessible	
	2. Female, HC accessible	
d.	<u>Public Interview Room</u>	80
	1. Public Fingerprinting	
	2. Public and internal access	
	3. No windows to Lobby	
	4. Door control from Main Desk	
	5. Table and chairs for four (4)	

➤ Phase II construction items are listed in **Bold** and *Italic* font

2. ***Community Room / Training Classroom / Emergency Operations Center***

- a. Location
1. Direct access from Public Lobby for public use
- b. Training Classroom / Emergency Operations Center 1,200
1. Seating for 60 in chairs, 40 in training tables and chairs
 2. Projection screen and Digital Projection setups
 3. Video projection
 4. Independent sound system, PA
 5. Lighting on dimmers, varied lighting levels
 6. Dual use as Emergency Operations Center - generator power
communications hookup
telephone lines
 7. Video input and output locations
 8. Movable tables and chairs
 9. Storage for portable communications cart.
 10. Wired for community access / cable television
 11. ***With phased construction approach, space could be partitioned for some office use during phase I.***
- c. Furniture Storage 80
1. Remote storage for tables, chairs, mats
 2. Audio visual amplifiers and equipment storage

3. ***Conference Room***

- a. Conference Room 200
1. ***Seating for ten (12)***
 2. ***Projection screen***
 3. ***Cable TV***
 4. ***Shared use with Fire / EMS / Police***
 5. ***Coffee Station/counter***
 6. ***Adjacent to Public Lobby***

➤ Phase II construction items are listed in **Bold** and *Italic* font

4. ***Computer Equipment Room***

- a. Computer Equipment Room 100
1. Networked server location
 2. Data wiring head end location with patch panels
 3. Workstation for one (1)
 4. Manuals / software storage
 5. Spare parts storage

5. ***Kitchen and Dining Room***

- a. Kitchen and Dining Room 300
1. Staff use only
 2. Microwave
 3. Stove / oven
 4. Sink
 5. Refrigerator / Freezer
 6. Disposal
 7. Commercial Dishwasher
 8. Casework storage and countertops
 9. Table seating for six (6) to eight (8)
 10. Vending machines: two (2) total
 11. Adjacent to Police / Fire / E.M.S. / Dispatch / Training Room

6. ***Physical Fitness Room***

- a. Physical Fitness Room 350
1. Controlled access to Police / Fire / EMS
 2. Adjacent to locker rooms for both Fire / EMS / Police
 3. Ceiling clearance for weightlifting
 4. “Universal” multi-task and stationary equipment (by others)
 5. Mirrors
 6. Bottled water cooler

7. ***Circulation***

- a. Stairs w/in net to gross
1. Code required minimum, two per floor
 2. 48” clear width (min.)
- b. Elevators w/in net to gross
1. Access controlled for public use
 2. Public and staff use
 3. Sized for stretcher use
 4. Automatic recall

➤ Phase II construction items are listed in **Bold** and *Italic* font

8. *Janitorial Services*

a.	<u>Janitor Closets</u>	<u>Two (2) @ 40</u>	<u>80</u>
	1.	One per floor (minimum)	
	2.	One (1) within Police area, minimum	
	3.	One (1) within Fire / EMS area, minimum	
	4.	Floor sink	
	5.	Janitorial supply storage	
	6.	Cart storage	
	7.	Equipment storage	

9. *Mechanical*

a.	<u>Boiler Room</u>		<u>200</u>
	1.	Two boilers (min) recommended	
	2.	Oil-fired burners	
	3.	Hot water heater	
	4.	Floor drains	
	5.	Chimney breaching	
b.	<u>HVAC Equipment</u>		<u>500</u>
	1.	Ducted supply and returns	
	2.	VAV boxes with zoned temperature controls	
	3.	Host computer	
c.	<u>Emergency Generator</u>	<u>exterior pad mounted</u>	
d.	<u>Fire Suppression</u>	<u>w/in Apparatus Bays</u>	
	1.	Fully sprinkled facility	
	2.	Institutional type sprinklers in high risk areas	
	3.	Code designed minimum	
e.	<u>Electrical Room</u>		<u>100</u>
	1.	Primary electrical service entrance	
	2.	Panelboards	
f.	<u>Emergency Electrical Room</u>		<u>80</u>
	1.	Emergency power panels	
	2.	Automatic transfer switch location	
g.	<u>Fire Pump / Water Service Entrance</u>	<u>w/in Boiler Room</u>	
	1.	Fully sprinkled facility	

➤ Phase II construction items are listed in **Bold** and *Italic* font

POLICE DEPARTMENT SPACES

10. *Main Desk*

- a. Main Desk / Complaints and Information 50
1. Desk officer work area.
 2. Bullet resistant glass with deal plate/sliding window
 3. Visual contact to communication consoles
 4. Voice contact to communication consoles
 5. Located within Communications Center
 6. Adjacent to detention facilities

11. *Communications Center*

- a. Location
1. Adjacent to Public Lobby
 2. Close proximity to detention facilities
 3. Locate adjacent to Kitchen / Training Room / E.O.C.
- b. Dispatch Center 275
1. Console positions: (1) active, (1) future (both full size)
 2. Central Dispatching / E911 service
 3. Monitoring of CCTV surveillance / security systems
 4. Non restrictive access for police staff
 5. Independent HVAC unit
 6. Lighting on dimming system
 7. Bookshelving / Manuals storage
 8. Mobile storage pedestals with remote docking stations (15 total)
 9. Acoustic control on walls and ceiling
 10. Conform to NFPA 1221 recommendations where possible
 11. Tackboard
 12. Surge suppression
 13. Video / Audio contact with detention facilities
 14. Building wide monitoring of radio communications over speaker system.
 15. Coat rack
- c. Toilet 60
1. Handicap accessible

➤ Phase II construction items are listed in **Bold** and *Italic* font

- d. Communications Equipment Room 200
1. E911 system
 2. Voice recording
 3. Telephone system
 4. Card access computer
 5. Future conduits to dispatch center
 6. Video racks
 7. Dedicated HVAC system
 8. Emergency power supply
 9. UPS system
 10. Locate directly adjacent to dispatch area

12. Administrative Assistant / Records Storage

- a. Administrative Assistant 250
1. Workstations for one (1)
 2. Coat closet
 3. Storage closet
 4. Central work counter
 5. Active and Archive records files storage

13. Administration

- a. Chief of Police 150
1. Workstation for one (1)
 2. Coat closet
 3. Natural light
 4. File storage
 5. Bookshelving
 6. Visitor's chairs for four (4)
 7. Cable TV
- b. Administrative Lieutenant 125
1. Workstation for one (1)
 2. Coat closet
 3. Natural light
 4. File storage
 5. Bookshelving
 6. Visitor's chairs for two (2)
 7. Cable TV
- c. Office Supplies 25
1. Supply closet
 2. Cabinet storage

➤ Phase II construction items are listed in **Bold** and *Italic* font

14. *Detective Bureau*

- a. *Public Waiting*
1. *Seating for two (2) within the squad room*
- b. *Squad Room* *225*
1. *Locate adjacent to Prisoner Processing / Interview rooms*
 2. *Work areas for two (2) (future)*
 3. *Coat rack*
 4. *File storage: 25 file drawers*
 5. *Supplies storage*
 6. *Visitor's chair(s) - 1 per desk*
 7. *Temporary holding area, see interview room*
- c. *Interview Room (s)* *2 @ 75* *150*
1. *Total number required: two (2)*
 2. *Acoustic material on walls and ceiling*
 3. *One-way vision panel between rooms*
 4. *Video input and output, planned for future use*
 5. *Video equipment storage, planned for future use*
 6. *One Interview Room adjacent to Prisoner Processing with controlled door access, pistol locker at points of entry*
- d. *Observation Room* *50*
1. *Locate between interview rooms*
 2. *Used for line-ups, taping and observing interviews*
 3. *One-way vision panel between rooms*

15. *Safety & School Resource Officer*

- a. *Storage Closet* *50*
1. *Safety Officer / School Resource Officer equipment and supplies*

16. *Evidence and Property*

- a. Evidence Receiving w/in corridor
1. Adjacent to Prisoner Processing
 2. Temporary evidence lockers (varied sizes). Through-wall preferred
 3. Total locker count: Two (2) multi door units
- b. Evidence Processing 120
1. Secure access
 2. Fume hood
 3. Casework storage and countertops
 4. Sink
 5. Refrigerator
 6. Storage cabinets
 7. Computer workstation for one (1)
 8. Hazardous materials storage
 9. Restricted Access
- c. Evidence Storage 250
1. Secure access
 2. One means of entry only
 3. High Density Mobile Storage
 4. Gun storage for 75 rifles, 25 handguns
 5. Narcotics storage area
 6. Double locking of firearms and ammunition
 7. Double locking of narcotics
 8. Vault for valuables
- d. Vehicle Processing w/in Sally Port
1. Secure Vehicle Bay
 2. Secured Access
 3. Floor Drain
 4. Overhead roll-up door (no vision panels)

➤ Phase II construction items are listed in **Bold** and *Italic* font

17. *Prisoner Processing*

- a. Location:
1. Adjacent to Sally Port
 2. Adjacent to Communications / Dispatchers
- b. Prisoner Processing 350
1. Secured door to Sally Port
 2. Secured door to corridor
 3. Pistol lockers at points of entry
 4. Group holding room for up to four (4) detainees
 5. Booking counter with computer workstation
 6. Stainless steel countertop (fingerprinting)
 7. Holding bench
 8. Service sink location
 9. CCTV and audio surveillance
 10. Panic buttons on walls
 11. Eliminate hard corners and edges
 12. Hose bibb (secured) (faucet connection)
 13. Personal property lockers (one per cell), size: 12”w. x 12”d. x 72”h
- c. Intoximeter w/in Prisoner Processing
1. Located at Booking counter
 2. Hose into holding room
 3. Supply storage
 4. Inaccessible power outlets
 5. Modem / telephone utilities
- d. Mugging w/in Holding Room
1. Digital camera, mount facing into holding area.
 2. Strobe light power
 3. Height chart on background

➤ Phase II construction items are listed in **Bold** and *Italic* font

18. *Detention*

- a. National Accreditation Standards

- b. Detention Cells 210
 - 1. Three (3) isolation cells required, maintain sight and sound separation
 - 2. Handicapped: one (1) required
 - 3. Cell features:
 - a. Secured bunk with closed base
 - b. Security prison fixtures
 - c. Impact resistant lighting and fire suppression
 - d. Two way audio communication
 - e. CCTV surveillance
 - f. 60 SF (min)
 - g. Suicide skirts on cell plumbing fixtures
 - h. Solid fronts (suicide prevention)
 - i. Sliding doors

- c. Detention Area 150
 - 1. Floor drains
 - 2. Hose bibb (secured)
 - 3. Exhaust fan
 - 4. Cell check devices
 - 5. Impact resistant lighting

19. *Sally Port*

- a. Sally Port 1,000
 - 1. Accommodate two (2) vehicles (+ Ambulance in Phase I construction)
 - 2. Ambulance accessible
 - 3. Drive-through Sally Port configuration
 - 4. Floor drain with oil separator – (car wash area in colder seasons)
 - 5. CCTV and audio monitoring
 - 6. Interlocked doors at exterior and prisoner processing
 - 7. Hose bibb
 - 8. Overhead coiling doors
 - 9. Pistol locker
 - 10. Ramped entry to prisoner processing (no railings)
 - 11. Exhaust fan
 - 12. Eye wash and emergency shower
 - 13. Service sink

➤ Phase II construction items are listed in **Bold** and *Italic* font

- b. Supply Storage 100
1. Flare storage
 2. Tire storage
 3. Bicycle storage
 4. Road supply storage
 5. Hazardous material storage
 6. Wire mesh enclosure
- c. *Motorcycle / Bicycle Storage* *100*
1. *Storage of one (1) department motorcycle and three (3) patrol bicycles*
 2. *Wire mesh enclosure*

20. *Patrol Functions*

- a. Shift Commanders - Sergeants 225
1. Workstations for three (3)
 2. (1) visitors chair each desk
 3. (1) file cabinets per desk
 4. Adjacent to Administrative Offices
 5. Natural light if possible
- b. Officer's Work Area 650
1. Workstations for ten (10)
 2. Central table with seating for six (6)
 3. File storage area
 4. Markerboard / tackboard
 5. Mailboxes: total number: thirty (30), secured storage
 6. Key Cabinet
 7. Networked copy / scan / email
 8. Casework storage for forms / equipment / supplies
 9. Research library shelving for reference books / law library
 9. Locate directly adjacent to Patrol Functions

➤ Phase II construction items are listed in **Bold** and *Italic* font

c.	<u>Locker Rooms</u>	650 M 400 F
	1. Male: twenty-five (25)	
	2. Female: ten (10)	
	3. Locker sizes:	
	a. 36”w. x 24”d. x 72”h. with boot drawer, bench, sloped tops	
	4. Male showers:	
	a. individual: one (1)	
	b. handicap accessible: one (1)	
	5. Female showers:	
	a. handicap accessible: one (1)	
	6. Continuous locker benches	
	7. Sink area	
	8. Toilet area	
	9. Robe hooks	
	10. Wet garment drying area	
	11. Full height mirrors	
	12. Power outlets within each locker	
d.	<u>Toilet Room</u>	80
	1. Unisex toilet room for civilian staff / visitor’s use	

21. Arms Room

a.	<u>Arms Room</u>	100
	1. Total number of firearms stored = 100	
	2. Total cases of ammunition stored = 30	
	3. Gun cleaning counter / workbench and task lighting	
	4. Canopy exhaust hood with light	
	5. Secured access to room	
	6. Storage cabinets	
	7. Gun cleaning supply storage	

➤ Phase II construction items are listed in **Bold** and *Italic* font

FIRE DEPARTMENT / E.M.S. SPACES

22. *Apparatus Bays*

a. Fire Apparatus Bays Phase I: 2,500
Phase II: 1,000

1. Five (5) apparatus bays preferred, one (1) with 14' high doors at Aerial
2. Four (4) apparatus bays minimum, one (1) with 14' high doors at Aerial
3. Apparatus = 3 Engines, 2 Tankers, 1 Aerial; Tankers only to be stacked at bays.
4. 120 V. @ each bay
5. Exhaust ventilation system for all apparatus
6. Floor drains centrally located at each bay
7. Radio speakers/intercom system/paging
8. Compressed air
9. Storage of cold water / ice rescue ropes and sled
10. Carbon monoxide detection
11. Sealed concrete flooring
12. Adjacent to Protective Equipment Locker storage, Radio / Reference Room

b. Ambulance Bays Phase I: 650
Phase II: 650

1. Two (2) apparatus bays preferred, one (1) double deep as minimum
2. Apparatus = 2 Ambulances; Ambulances may be stacked at bays.
3. 120 V. @ each bay
4. Exhaust ventilation system for all apparatus
5. Floor drains centrally located at each bay
6. Radio speakers/intercom system/paging
7. Carbon monoxide detection
8. Sealed concrete flooring
9. Adjacent to Protective Equipment Locker storage, Radio / Reference Room

➤ Phase II construction items are listed in **Bold** and *Italic* font

- c. General Storage 300
1. Hose
 2. Emergency lighting
 3. Portable pumps
 4. Speedy dry
 5. Air compressor tools and supplies
 6. Foam storage
 7. Cleaning supplies
 8. Radio Tower site portable emergency generator storage
 9. Heavy duty adjustable shelving and hose racks
 10. Repair, maintenance and storage of small equipment
 11. Workbench with vise
 12. Parts storage
 13. Storage locker with lock
 14. Flammable liquids storage cabinet
 15. Double door access
 16. Adjacent to Apparatus Bay
- d. Wash Room / Dirty Room 150
1. Wash shower and floor drain to tight tank
 2. Decontamination and rinse sink with spray hose and eye wash station for cleaning of equipment / medical equipment
 3. Drying racks
 4. Floor drain
 5. PPE washer / extractor
 6. Stainless steel countertop and casework storage for supplies, cleaning agents
 7. Cleaning of soiled equipment according to NFPA 1581 standards
 8. Adjacent to Ambulance Apparatus Bay
- e. EMS Supply Storage 80
1. Storage of supplies for Ambulances
 2. Storage of oxygen tanks
 3. Access control
 4. Adjacent to Ambulance Bays
- f. SCBA Fill Area 120
1. SCBA fill station
 2. Sink with drying rack
 3. Workbench
 4. Storage rack for SCBA bottles
 5. Approved filling stations within "clean" environment
 6. O² Generator
 7. Adjacent to Apparatus Bays

➤ Phase II construction items are listed in **Bold** and *Italic* font

- g. Compressor Area 40
1. Station air compressor and SCBA air compressor
 2. Exterior fresh air intake
 3. Adjacent to SCBA Fill Area
- h. Toilet Room 80
1. Toilet and sink w/ shower
 2. Handicap accessible
 3. Adjacent to Apparatus Bays
- i. Diesel Fuel Storage Tank existing space
1. Double-wall containment storage of diesel fuel for apparatus, 275 gallons
 2. Exterior fill and electric pump location
 3. Exterior vent pipe
 4. Fill station on exterior wall (exterior)
 5. Adjacent to Apparatus Bays
 6. Already on-site
- j. Protective Equipment Lockers / Passing Room 300
1. Thirty-five (35) open metal lockers for storage of personal protective clothing and equipment.
 2. Power within each locker for radio recharge, flashlights
 3. Adjacent to Emergency Responder's entrance to Apparatus Bays

23. *Fire Chief*

- a. Fire Chief's Office 150
1. Workstation for one (1)
 2. Coat closet
 3. Natural light
 4. File storage
 5. Bookshelving
 6. Visitor's chairs for four (4)
 7. Cable TV
 8. Adjacent to Conference Room and Fire Officer's Area

24. *Fire Officer's Area*

- a. Fire Officer's Area 225
1. Workstation for two (2)
 2. Bookshelving
 3. File Storage
 4. Access control
 5. Closet storage of valuable equipment, adjustable shelving
 6. Adjacent to Fire Chief and Conference Room

➤ Phase II construction items are listed in **Bold** and *Italic* font

25. *Administrative Assistant / EMS Billing Office*

- | | | |
|----|---|-----|
| a. | <u>Administrative Assistant / Secured EMS Billing Office</u> | 150 |
| | <ol style="list-style-type: none"> 1. Workstations for one (1) 2. File cabinets for ambulance records / procurement records 3. Bookshelving 4. Adjacent to Public Lobby and Copy Room | |
| b. | <u>Fire / EMS Public Window</u> | 100 |
| | <ol style="list-style-type: none"> 1. Transaction window to Public Lobby 2. Workstations for one (1) 3. Networked printer / copier / scanner 4. Paper and office supply storage 5. Work counter 6. Mailboxes for Fire / EMS personnel 7. Adjacent to Fire Officials, Administrative Assistant / EMS Billing Office | |

26. *EMS Officer's Area*

- | | | |
|----|--|-----|
| a. | <u>EMS Officer's Area</u> | 250 |
| | <ol style="list-style-type: none"> 1. Workstations for three (3); one (1) Director and two (2) Assistant Director's 2. File storage 3. Bookshelving 4. Access control 5. Adjacent to Conference Room, Copy Room | |
| b. | <u>EMS Secure Storage</u> | 25 |
| | <ol style="list-style-type: none"> 1. Storage of EMS supplies and equipment 2. Storage of CPR mannequins, spare jackets, pagers 3. Adjustable shelving 4. Adjacent to Fire Officials | |

27. *Radio / Reference Area*

- | | | |
|----|---|----|
| a. | <u>Radio / Reference Area</u> | 40 |
| | <ol style="list-style-type: none"> 1. Fire and EMS base radios on countertop 2. Storage for reference manuals 3. Recessed wall installation for protection of equipment 4. Adjacent to Apparatus Bays, protected area | |

➤ Phase II construction items are listed in **Bold** and *Italic* font

29. *Firefighter's / EMS Personnel Functions*

- a. Day Room 300
1. Comfortable furniture, "living room" setting
 2. TV / VCR / DVD
 3. Computer workstation
 4. Locate adjacent to Kitchen and Dining Area and Apparatus Bays
- b. Personal Locker Storage 150
1. Metal Storage Lockers; forty (40) ½ height box lockers, stacked
 2. Fire / EMS personal property lockers
 3. Adjacent to Toilet / Shower Rooms
- c. *Male Toilet / Shower Room* *250*
4. *Two (2) showers; one (1) handicap accessible*
 5. *Sink area with two (2) sinks*
 6. *Toilet area with urinal*
 7. *Robe hooks at showers*
 8. *Full height mirror*
 9. *Locate adjacent to Physical Fitness Room, Personal Lockers, Bunk Rooms*
- d. *Female Toilet / Shower Room* *200*
1. *One (1) shower, handicap accessible*
 2. *Sink area with one (1) sink*
 3. *Toilet area*
 4. *Robe hooks at shower*
 5. *Full height mirror*
 6. *Locate adjacent to Physical Fitness Room, Personal lockers, Bunk Rooms*
- e. *Firefighter's Bunk Rooms* *Four @ 120* *480*
1. *Four (4) rooms sleeping one (1) per room*
 2. *"California" style mattresses*
 3. *Dresser*
 4. *Nightstand*
 5. *Locate adjacent to Toilet / Shower Facilities*
- f. *Kitchen* *250*
1. *Stove / oven*
 2. *Microwave*
 3. *Commercial dishwasher*
 4. *Sink*
 5. *Refrigerator / Freezer*
 6. *Adjacent to Firefighter's functions / Day Room*

➤ Phase II construction items are listed in **Bold** and *Italic* font

SPACE NEEDS SUMMARY

Summary Sheet

	Phase I Proposed Square Ft.	Phase II Proposed Square Ft.	Subtotal
Shared Use Spaces			3,910
Public Lobby	720		
Community Room / Training Classroom / E.O.C.	1,280		
Conference Room		200	
Computer Equipment Room	100		
Kitchen and Dining Room	300		
Physical Fitness Room	350		
Circulation	w/in net to gross		
Janitorial Services	80		
Mechanical	880		
Police Department Spaces			5,995
Main Desk	50		
Communications Center	535		
Administrative Assistant / Records Storage	250		
Administration	300		
Detective Bureau		425	
Safety & School Resource Officer	50		
Evidence and Property	370		
Prisoner Processing	350		
Detention	360		
Sally Port	1,100	100	
Patrol Functions	2,005		
Arms Room	100		
Fire Department / E.M.S. Spaces			8,440
Apparatus Bays	4,220	1,650	
Fire Chief	150		
Fire Officer's Area	225		
Administrative Assistant / EMS Billing Office	250		
EMS Officer's Area	275		
Radio / Reference Area	40		
Firefighter's / EMS Personnel Functions	450	1,180	
Total Net Square Footage	14,790	3,555	18,345
Net to Gross Factor (Non-Apparatus Areas x 1.35)	3,700	666	4,366
Net to Gross Factor (Apparatus Areas x 1.10)	420	165	585
Total Gross Square Footage Required	18,910	4,386	23,296

SITE CONSIDERATIONS

- a. Public Parking
-
1. Total number of spaces required = Twenty-five (25) due to Community Training Room capacity
- b. Police Vehicle and Staff Parking
-
1. Total number of spaces required (police cruisers) = Eight (8)
 2. Total number of spaces required (staff vehicles) = Fifteen (15)
 3. Motorcycle parking required = Two (2)
 4. Motorcycle parking on concrete pad
- c. Fire / EMS Vehicle and Staff Parking
-
1. Total number of spaces required (Fire / EMS staff) = Eight (8)
 2. Total number of spaces required (First Responders) = Thirty (30)
- d. Vehicle Impound Area 50
-
1. Secured, fenced parking for two (2) vehicles
 2. CCTV surveillance
 3. Lighting
- e. Flagpoles
-
1. USA
 2. State
 3. Internal halyard
 4. 25', minimum
- f. Signs
-
1. Department identification
 2. Located at roadside
 3. Located on building
 4. Illuminated
 5. Conforms to Local Zoning

- g. Lighting
1. Lighting in public areas
 2. Lighting in all parking areas
 3. Illuminated walkways
 4. Illuminated entry locations
 5. Lighting coordinated with CCTV locations
- h. CCTV Cameras
1. Color
 2. Fixed focus
 3. Pan -tilt- zoom cameras
 4. Weatherproof housings
 5. Pole mounted away from structure
 6. Control of all points of entry
- i. Handicap accessibility
1. Entire facility handicap accessible
 2. Wheelchair access to public entry
- j. Trash Storage
1. Number of dumpsters required = One (1) with fenced enclosure
 2. Concrete pad
 3. Recycling bins
- k. Snow Storage
1. Provide snow storage capacity
- l. Exterior Hose Bibb Locations
1. Provide varied locations around building
 2. Car wash location
- m. Communications Antenna
1. Ground mounted antenna small - repeater to larger local antenna.
- n. Traffic Signalization
1. Pre-emptive traffic signalization from facility for traffic control
- o. Fire Training Area (future)
1. Multi-story masonry structure with exterior metal stair access for training purposes
 2. Window, door openings with rappelling capabilities
 3. Staging area for apparatus approach
 4. Concrete apron area for apparatus stabilizers

SITE NEEDS ASSESSMENT

Designated Requirements	Area Estimate (square feet)
Visitor Drop Off	600
Visitor Parking (25 Cars)	7,500
Police Cruiser Parking (8 Cars)	2,400
Police Staff Parking (15 Cars)	4,500
Fire / EMS Staff Parking (8 Cars)	2,400
First Responder Parking (30 Cars)	9,000
Vehicle Impound (2 Cars)	600
Driveways	8,500
Refuse	300
Fuel Dispensing	N/A
Service	500
Sally Port Approach	2,000
Generator Pad	300
Fire Training Structure	7,500
SUBTOTAL	46,100
Building Footprint (Two-story)	17,000
Undesignated Open Space	15,000
Landscaped Setbacks (15% Green)	15,000
Setbacks and Limitations	w/in Open Space
TOTAL SITE AREA	93,100

DIVIDED BY 43,560 = 2.13 ACRES (MINIMUM REQUIRED)

2.5 ACRES (MINIMUM RECOMMENDED)

"Acreage recommended" indicates area of buildable land available for development

Serving the Public Safety Community

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