

BELMONT TOWN HALL SPACE PROGRAM

FUNCTION	STAFF	UNIT TYPE	UNITS	W	L	NSF	FILES	SPECIAL	NOTES
PUBLIC AREAS									
Lobby	0		1	20	30	600			Wall display/maps/pictures, monitor for looping public info/document racks, small table/chairs for filling out forms, etc.
Conference rooms	0		1	24	46	1104			Divisible into 2, max# of Seats, Board seating for 15 around u-shaped table setup- head of room, rm darkening shades, 2 phones, 2 network conn., proj. screen., audio/ video system
Public Bathroom	0	HC	2	8	6	96			Primarily public use (sep staff bathrooms)
Exterior of Bldg									Lighted secured public notice posting board
COMMON AREAS									
Tax Maps	0	Work Area	1	10	15	150			Shared LU/Asses, lighting, 4 network conn., phone, space for 3 Tax Maps, wall/map display space
Lounge	0		1	18	18	324			16-20 users sporatically
Kitchenette	0	in Lounge	1						Phone, Coffee maker, fridge, micro, seating
Staff Rest Rooms			2						
Copy/Fax Work Area	0	Work Space							36x60copier; 30x24laminator;24x24folder; 30x48 typewriter; phone;mach supp storage; extra paper storage; 6' clear table space; table space for paper cutter,punch, colator, network conn.
Storage-main area/temp	0	Closed space	1	10	12	120			Janitorial supp., pap tow, case lots, etc.
Storage-long term	0	Closed space							20'filecab; 40linft of 18" and 30linft of 30" full hgt shelving; 40x54 flat files, 20'square seasonal, equip other storage (basement loc. Ok)
TOWN CLERK									
Staff Area	4	Work Stations	5						Carol-48x24 desk 48x24type, 40x40comp, 30x24print, 1 visitor chair; Terri-48x24desk, 48x24type, 40x40comp; Theresa-60x24 desk, 30x24type, 40x40comp; Vitals-60x30comp/print; 1/2 hgt dividers between work areas; all phones and network conn. except vitals
		Work Space							Central printer - 24x24, 6-fireproof 4-drawer files; 36x24 copier; cash register; 72x12 storage cab.; 12-16lin ft book shelving
		Public Counter							6-8' Public Access counter (H.C. section?), no pass-thru to work area
Mail	0		1	8	10	80			60x24 post mach.; 36wx18hx12d mail sorting box; 36" sorting counter
Vault #1	0		1	10	16	160			Full shelved vault, 32x30 safe, phone, (adjacent to Town Clerk's office)
Vault #2	0		1	20	16	320			Fully shelved vault - permanent/historical records-phone, (basement loc. Ok)
FINANCIAL									
Treasurer	1	Work Stations	1	12	12	144			Part time 36x24 computer hutch, 36x24 ext., 30x60 desk, 2 4dr files, network conn., phone, 1 visitor chair
Accountant	1	Private office	1	12	16	192			48x24 desk, 48x48 comp, 24x60 ext., 36x30 ext., 4 4dr files, 1 2dr file, 78" x16" book case, 30z18 storage cab, phone, network conn., 1 visitor chair
Records	0	Closed space	1	7	12	84			Fully shelved, phone
Account Clerk	1	Private office	1	12	13	156			72x36 desk w/hutch, 2 4dr files, 24x24 printer, phone, network conn., 1 visitor chair
Trustees	3 PT	Work Stations	1	10	12	120			Part time, comp sta, desk, 4' table, 3 chairs, 2 4dr files, phone, network conn.
ADMINISTRATION									
Administrator	1	Private office	1	16	18	288			72x36desk, 48x24extension, 24x24 printer, 30x20 2dr file, 1 2dr file, 2 36x12 book cases, 6 4dr files, 48x48 wall display case, 2 visitor chairs, phone, network conn.
Admin conf room	0		1	16	18	288			8'x4' Conf table w/chairs, phone, network conn., 6 additional visitor chairs
Admin Asst	1	Work Station	1	12	16	192			36x24desk, 40x40comp, 30x24printer, 2 4dr files, 30x18 storage cab, 8 linft book case, 2 visitor chairs, phone, network conn.
Selectmen	3 PT	Private office	1	12	16	192			20 linft book shelves, phone, network conn, 3 4-dr files, 48x24desk, 34x34 comp, 2 visitor chairs, 48x30 table
Land Use									
Assessing	1	Work Area	1	17	24	408			60x24 desk, 30x24 ext., 48x24 ext., 34x34 printer, 48x30 printer hutch, 2 4dr files, 8 4dr fireproof files, phone, network conn, 6' public access counter (no pass thru to work area) 1 visitor chair
CEO/Clerk	1	Private office	1	10	12	120			48x24 desk, 34x34 comp, 48x24 ext., 2 visitor chairs, 2 4dr files, phone, network conn.
Conf Rom	0		1	12	16	192			8'x4' Conf table w/chairs, phone, network conn., wall/map display space

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Admin Asst	2	Work Area	1	16	16	256			60x24 desk, 34x34 comp, 1 2dr file, 2 4dr files, 2 document racks, 20' shelving, 6' public access counter w/pass thru, 4' table w/2 chairs to fill out forms, tax map, pa comp (this is absolutely not going to fit), wall/map display space
Records/Stor Work	0	Work Area	1	12	20	240			40wx28d flat files, storage closet (easels, tot station, supplies, tripods), 10' wall cabinet space for hanging plans, 16 4/5dr files, phone, network conn., 8' clear work table space, 20' shelving, 36x20 storage cabinet, table/shelving space for binder, HD punch and staplers
Tech	1	Private office	1	12	16	192			48x24 desk, 48x60 drafting tbl, 40x40 comp, 24x24 printer, 28x54 plotter, 36x54 copier, 2 visitor chairs, 20 linft book shelves, 2 4dr files, 2 12z18 rolling plan holders, phone, network conn.
Planner	1	Private office	1	12	16	192			60x30 desk, 48x48 comp., 2 visitor's chairs, 30x48 work table, 48x60 drafting table, 24' shelving, 36x20 5dr lateral file, rolling plan files
Water Sewer	1	Private office	1	10	12	120			Assume 1 person, 40x30 flat file, 40x72 work table, 4 4dr files, phone, network conn, 40x24 desk, 34x34 comp, 40x24 ext., 24x24 printer
Building Insp	1	Private office	1	12	16	192			6 fireproof and 1 reg 4dr files, 15 linft book shelves, 2 visitor chairs, 40x30desk, 40x40 comp, 60x24 table, 24x24 printer, phone, network conn.
OTHER OFFICES									
Recreation	1	Private office	1	10	12	120			40x24 desk, 34x34 comp, 2 visitor chairs, 4 4dr files, 60x48 drafting/table, phone, network conn.
Checklist	3 PT	Private office	1	10	12	120			48x24 desk, 34x34 comp, 30x18 card files, 2 4dr files, 2 visitor chairs, 48x30 table, phone, network conn.
General Assistant	1	Work Stations	1	12	14	168			(Welfare) phone, network conn., 3 visitor chairs, direct access to lobby? Need existing/future furnishing.

19

7,578 nsf

Circulation @

30%

2273.4
9,851



BELMONT LAND USE OFFICE

DATE: April 27, 2006
TO: Jeanne
FROM: Candace
RE: Municipal office space needs

At your request I've taken a look at the existing/proposed(02)/proposed(06) square footage spreadsheet you provided. I've taken into consideration the changes that have occurred in the Land Use Office (staffing, work load, public service needs) in the last four years since we originally reviewed space needs. I recommend the following changes:

- 2.c. You may need double this square footage if you need them on more than one floor.
- 2.f. I've looked at what we currently have for storage here (4K including Frank's work area) and feel at least 2,500sf should be allocated. The 2002 plan had the entire basement area (2,400sf+) as storage and mechanical.
- 6.b. This was for CEO and Clerk. I've moved the Clerk position into a double employee space with the Admin Asst. to maximize the suite benefit of both.
- 6.d. Added LU Clerk w/Administrative Asst and slightly increased square footage to 300sf.
- 6.e. The space needs of this area depend on several factors primarily related to design - whether we'll share work area/facilities with employees from other departments (copier, typewriter, sorting/collating, multiple floors, etc.), reducing individual office space by combining records storage, etc. I've based my calculation on 60 lf of LU cabinet storage space (upright, file, lateral & vertical) and a work area containing copier, typewriter, sorting/collating table and small office equipment. I broke out the two areas as 250sf of Records/Storage 220sf of Work area.
- 6.f. Because of the mapping, equipment and space needs, I've increased the LU Tech's office space to 300sf which is basically what we have for today's needs.
- 7.f. Add receptionist space.

Town Offices		Existing Square Footage	Proposed Square Footage 8/1/2002	Proposed Square Footage 2006	Notes
1	Public Areas				
a.	Lobby	0 sf.	600 sf.		
b.	Conference/Meeting Rooms	88 sf.	1104 sf.		
c.	Public Bathroom	60 sf.	96 sf.	49 sf.	
	Total Public Areas	148 sf.	1,800 sf.		
2	Common Areas				
a.	Tax Maps/Public Access	72 sf.	150 sf.		
b.	Lounge/Kitchenette	8 sf.	324 sf.		
c.	Staff Rest Rooms	0 sf.		100 sf.	2 units total square footage
d.	Copy/Fax Work Area	176 sf.			
e.	Storage - Main area/temp		120 sf.		
f.	Storage - Long Term				
	Total Common Areas	256 sf.	594 sf.		
3	Town Clerk's Office				
a.	Staff Area	346 sf.	648 sf.		4 staff positions anticipated
b.	Mail		80 sf.		
c.	Vault #1	109 sf.	160 sf.		
d.	Vault #2	0 sf.	320 sf.		
	Total Town Clerk's Office	455 sf.	1,208 sf.		
4	Financial				
a.	Treasurer	31 sf.	144 sf.		
b.	Accountant	213 sf.	192 sf.		
c.	Records	0 sf.	84 sf.		Contained in current office space
d.	Accounting Clerk	102 sf.	156 sf.		
e.	Trustees of Trust Funds	0 sf.	120 sf.		
	Total Financial	346 sf.	696 sf.		
5	Administration				
a.	Administrator	195 sf.	288 sf.	224 sf.	
b.	Administrative Assistant	137 sf.	192 sf.		
c.	Administrative Conf. Room	0 sf.	288 sf.		
d.	Selectmen	0 sf.	192 sf.		
	Total Administration	332 sf.	960 sf.		

Town Offices		Existing Square Footage	Proposed Square Footage 8/1/2002	Proposed Square Footage 2006	Notes
6	Land Use				
a.	Assessing	121 sf.	408 sf.		Proposed '02 inc. public access area
b.	CEO/Clerk	0 sf.	120 sf.		
c.	Conference Room	0 sf.	192 sf.		
d.	Administrative Assistant + clerk	96 sf.	256 sf.	300sf	
e.	Records/Storage/work area	132 sf.	240 sf.	250sf + recondit	220 sf work area
f.	Land Use Technician	256 sf.	192 sf.	300sf	
g.	Town Planner	183 sf.	192 sf.	192 sf ok	
h.	Building Inspector	239 sf.	192 sf.		
	Total Land Use	1,027 sf.	1,792 sf.		
7	Other Offices				
a.	Recreation	0 sf.	120 sf.		
b.	General Assistance	170 sf.	168 sf.	192 sf.	
c.	Checklist	0 sf.	120 sf.		
d.	Water Department	142 sf.	120 sf.		
e.	Sewer Department	142 sf.	120 sf.		
	Total Other Offices	454 sf.	648 sf.		

Receptionist

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Public Bathroom	0	HC	2	8	6	96			Primarily public use (sep staff bathrooms)
Exterior of Bldg									Lighted secured public notice posting board
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Lounge	0		1	18	18	324			16-20 users sporatically
Kitchenette	0	In Lounge	1						Phone, Coffee maker, fridge, micro, seating
Staff Rest Rooms			2						
Copy/Fax Work Area	0	Work Space							36x60 copier; 30x24 laminator; 24x24 folder; 30x48 typewriter; phone; mach supp storage; extra paper storage; 6' clear table space; table space for paper cutter, punch, colorator, network conn.
Storage-main area/temp	0	Closed space	1	10	12	120			Janitorial supp., pap tow, case lots, etc.
Storage-long term	0	Closed space							20' file cab; 40 linft of 18" and 30 linft of 30" full hgt shelving; 40x54 flat files, 20' square seasonal, equip other storage (basement loc. Ok)
Staff Area	4	Work Stations	5	24	27	648			Carol-48x24 desk 48x24 type, 40x40 comp, 30x24 print, 1 visitor chair; Terri-48x24 desk, 48x24 type, 40x40 comp; Theresa-60x24 desk, 30x24 type, 40x40 comp; Vitals-60x30 comp/print; 1/2 hgt dividers between work areas; all phones and network conn. except vitals.
		Work Space							Central printer- 24x24, 6-fireproof 4-drawer files; 36x24 copier; cash register; 72x12 storage cab.; 12-16 lin ft book shelving
		Public Counter							6-8' Public Access counter (H.C. section?), no pass-thru to work area
Mail	0		1	8	10	80			60x24 post mach.; 36wx18lx12d mail sorting box; 36" sorting counter
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Records	0	Closed space	1	7	12	84			Fully shelved, phone
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Trustees	3 PT	Work Stations	1	10	12	120			Part time, comp sta, desk, 4' table, 3 chairs, 2 4dr files, phone, network conn.
Administrator	1	Private office	1	16	18	288			72x36 desk, 48x24 extension, 24x24 printer, 30x20 2dr file, 1 2dr file, 2 36x12 book cases, 6 4dr files, 48x48 wall display case, 2 visitor chairs, phone, network conn.
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Assessing	1	Work Area	1	17	24	408			60x24 desk, 30x24 ext., 48x24 ext., 34x34 printer, 48x30 printer hutch, 2 4dr files, 8 4dr fireproof files, phone, network conn., 6' public access counter (no pass thru to work area) 1 visitor chair
CEO/Clerk	1	Private office	1	10	12	120			48x24 desk, 34x34 comp, 48x24 ext., 2 visitor chairs, 2 4dr files, phone, network conn.
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FUNCTION STAFF UNIT TYPE UNITS W L NSF FILES SPECIAL NOTES

FUNCTION	STAFF	UNIT TYPE	UNITS	W	L	NSF	FILES	SPECIAL NOTES
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Records/Stor Work	0	Work Area	1	12	20	240		30x284 flat files, storage closet (seals, tot station, supplies, tripods), 10' wall cabinet space for hanging plans, 16 4/5dr files, phone, network conn., 8' clear work table space, 20' shelving, 36x20 storage cabinet, table/shelving space for binder, HD punch and staplers
Tech	1	Private office	1	12	16	192		48x24 desk, 48x60 drafting tbl, 40x40 comp, 24x24 printer, 28x54 plotter, 36x54 copier, 2 visitor chairs, 20 linft book shelves, 2 4dr files, 2 12x18 rolling plan holders, phone, network conn.
Planner	1	Private office	1	12	16	192		60x30 desk, 48x48 comp., 2 visitor's chairs, 30x48 work table, 48x60 drafting table, 24' shelving, 36x20 5dr lateral file, rolling plan files
Water Sewer	1	Private office	1	10	12	120		Assume 1 person, 40x30 flat file, 40x72 work table, 4 4dr files, phone, network conn, 40x24 desk, 34x34 comp, 40x24 ext., 24x24 printer
Building Insp	1	Private office	1	12	16	192		6 fireproof and 1 reg 4dr files, 15 linft book shelves, 2 visitor chairs, 40x30desk, 40x40 comp, 60x24 table, 24x24 printer, phone, network conn.
Recreation	1	Private office	1	10	12	120		40x24 desk, 34x34 comp, 2 visitor chairs, 4 4dr files, 60x48 drafting/table, phone, network conn.
Checklist	3 PT	Private office	1	10	12	120		48x24 desk, 34x34 comp, 30x18 card files, 2 4dr files, 2 visitor chairs, 48x30 table, phone, network conn.
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