

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



*July 18, 2007*

J H

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

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## **GENERAL INFORMATION**

**Date:** July 18, 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**

## **PHASE I CONSTRUCTION**

### **SHARED USE SPACES**

#### ***1. Public Lobby***

a.	<u>Vestibule</u>		<u>80</u>
	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>		<u>300</u>
	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>Training &amp; E.O.C. Toilet Facilities</u>	<u>2 @ 80</u>	<u>160</u>
	1.	Public access	
	2.	Male, HC accessible	
	3.	Female, HC accessible	
d.	<u>Public Interview Room</u>		<u>80</u>
	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)	

## 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 (see note #1)

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

Note 1: 250 s.f. to be and utilized for Evidence Storage in Phase I

### c. Furniture Storage 80

1. Remote storage for tables, chairs, mats
2. Audio visual amplifiers and equipment storage

## 3. *Network 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

#### **4. Kitchen and Dining Room**

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

#### **5. Physical Fitness Room**

a.	<u>Physical Fitness Room</u>	<u>350</u>
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	

#### **6. Circulation**

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

#### **7. 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		

## 8. *Mechanical*

- |    |  |                             |
|----|--|-----------------------------|
| a. | <u>Boiler Room</u>   | <u>200</u>                  |
|    | <ol style="list-style-type: none"> <li>1. Two boilers (min) recommended</li> <li>2. Oil-fired burners</li> <li>3. Hot water heater</li> <li>4. Floor drains</li> <li>5. Chimney breaching</li> <li>6. Host computer for HVAC controls</li> </ol> |                             |
| b. | <u>HVAC Equipment</u>  | <u>w/in attic</u>           |
|    | <ol style="list-style-type: none"> <li>1. Ducted supply and returns</li> <li>2. VAV boxes with zoned temperature controls</li> </ol>   |                             |
| c. | <u>Emergency Generator</u>   | <u>exterior pad mounted</u> |
| d. | <u>Fire Suppression</u>  | <u>w/in Apparatus Bays</u>  |
|    | <ol style="list-style-type: none"> <li>1. Fully sprinkled facility</li> <li>2. Institutional type sprinklers in high risk areas</li> <li>3. Code designed minimum</li> </ol>   |                             |
| e. | <u>Electrical Room</u>   | <u>100</u>                  |
|    | <ol style="list-style-type: none"> <li>1. Primary electrical service entrance</li> <li>2. Panelboards</li> </ol>   |                             |
| f. | <u>Emergency Electrical Room</u>   | <u>80</u>                   |
|    | <ol style="list-style-type: none"> <li>1. Emergency power panels</li> <li>2. Automatic transfer switch location</li> </ol>   |                             |
| g. | <u>Fire Pump / Water Service Entrance</u>  | <u>w/in Boiler Room</u>     |
|    | <ol style="list-style-type: none"> <li>1. Fully sprinkled facility</li> </ol>  |                             |



# **POLICE DEPARTMENT SPACES**

## **9. Main Desk**

- |    |   |    |
|----|---|----|
| a. | <u>Main Desk / Complaints and Information</u>   | 50 |
|    | <ol style="list-style-type: none"> <li>1. Desk officer work area.</li> <li>2. Bullet resistant glass with deal plate/sliding window</li> <li>3. Visual contact to communication consoles</li> <li>4. Voice contact to communication consoles</li> <li>5. Located within Communications Center</li> <li>6. Adjacent to detention facilities</li> </ol> |    |

## **10. Communications Center**

- |    |  |     |
|----|--|-----|
| a. | <u>Location</u>  |     |
|    | <ol style="list-style-type: none"> <li>1. Adjacent to Public Lobby</li> <li>2. Close proximity to detention facilities</li> <li>3. Locate adjacent to Kitchen / Training Room / E.O.C.</li> </ol>  |     |
| b. | <u>Dispatch Center</u>   | 275 |
|    | <ol style="list-style-type: none"> <li>1. Console positions: (1) active, (1) future (both full size)</li> <li>2. Central Dispatching / E911 service</li> <li>3. Monitoring of CCTV surveillance / security systems</li> <li>4. Non restrictive access for police staff</li> <li>5. Independent HVAC unit</li> <li>6. Lighting on dimming system</li> <li>7. Bookshelving / Manuals storage</li> <li>8. Mobile storage pedestals with remote docking stations (15 total)</li> <li>9. Acoustic control on walls and ceiling</li> <li>10. Conform to NFPA 1221 recommendations where possible</li> <li>11. Tackboard</li> <li>12. Surge suppression</li> <li>13. Video / Audio contact with detention facilities</li> <li>14. Building wide monitoring of radio communications over speaker system.</li> <li>15. Coat rack</li> </ol> |     |
| c. | <u>Toilet</u>  | 60  |
|    | <ol style="list-style-type: none"> <li>1. Handicap accessible</li> </ol>   |     |

d.	<u>Communications Equipment Room</u>	150
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	

## ***11. Administrative Assistant / Records Storage***

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

## ***12. Administration***

a.	<u>Chief of Police</u>	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.	<u>Administrative Lieutenant</u>	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.	<u>Office Supplies</u>	25
1.	Supply closet	
2.	Cabinet storage	

### **13. *Safety & School Resource Officer***

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

### **14. *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 see Training Classroom / E.O.C.
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)

## 15. *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. Booking Area w/in Holding Room

1. Digital camera, mount facing into holding area.
2. Strobe light power
3. Height chart on background

## 16. *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

## 17. *Sally Port*

- a. Sally Port 900
  - 1. Accommodate two (2) vehicles
  - 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

b.	<u>Supply Storage</u>	100
1.	Flare storage	
2.	Tire storage	
3.	Bicycle storage	
4.	Road supply storage	
5.	Hazardous material storage	
6.	Wire mesh enclosure	

## 18. *Patrol Functions*

a.	<u>Shift Commanders - Sergeants</u>	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.	<u>Officer's Work Area (Open Office Plan)</u>	550
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	
		500 M
c.	<u>Locker Rooms</u>	250 F
1.	Male: twenty (20)	
2.	Female: eight (8)	
3.	Locker sizes:	
a.	36"w. x 24"d. x 72"h. with boot drawer, bench, sloped tops	
4.	Male showers:	
a.	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. Toilet Room 80
1. Unisex toilet room for civilian staff / visitor's use

## **19. Arms Room**

- a. Arms Room 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

# **FIRE DEPARTMENT / E.M.S. SPACES**

## **20. Apparatus Bays**

a. Fire Apparatus Bays Phase I: 2,500

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

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



c.	<u>General Storage</u>	<u>300</u>
	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.	<u>Wash Room / Dirty Room</u>	<u>150</u>
	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.	<u>EMS Supply Storage</u>	<u>80</u>
	1. Storage of supplies for Ambulances	
	2. Storage of oxygen tanks	
	3. Access control	
	4. Adjacent to Ambulance Bays	
f.	<u>SCBA Fill Area</u>	<u>120</u>
	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. O <sup>2</sup> Generator	
	7. Adjacent to Apparatus Bays	

- 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 215
  - 1. Twenty-five (25) open metal lockers for storage of personal protective clothing and equipment.
  - 2. Power within each locker rechargeable flashlights
  - 3. Adjacent to Emergency Responder's entrance to Apparatus Bays

## **21. 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 Fire Officer's Area

## **22. Fire Officer's Area**

- a. Fire Officer's Area 125
  - 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

## **23. *Administrative Assistant / EMS Billing Office***

- |    |   |     |
|----|---|-----|
| a. | <u>Administrative Assistant / Secured EMS Billing Office</u>  | 150 |
|    | <ol style="list-style-type: none"> <li>1. Workstations for one (1)</li> <li>2. File cabinets for ambulance records / procurement records</li> <li>3. Bookshelving</li> <li>4. Adjacent to Public Lobby and Copy Room</li> </ol>   |     |
| b. | <u>Fire / EMS Public Window</u>   | 65  |
|    | <ol style="list-style-type: none"> <li>1. Transaction window to Public Lobby</li> <li>2. Workstations for one (1)</li> <li>3. Networked printer / copier / scanner</li> <li>4. Paper and office supply storage</li> <li>5. Work counter</li> <li>6. Mailboxes for Fire / EMS personnel</li> <li>7. Adjacent to Fire Officials, Administrative Assistant / EMS Billing Office</li> </ol> |     |

## **24. *EMS Officer's Area***

- |    |  |     |
|----|--|-----|
| a. | <u>EMS Officer's Area</u>  | 125 |
|    | <ol style="list-style-type: none"> <li>1. Workstations for three (3); one (1) Director and two (2) Assistant Director's</li> <li>2. File storage</li> <li>3. Bookshelving</li> <li>4. Access control</li> <li>5. Adjacent to Conference Room, Copy Room</li> </ol> |     |
| b. | <u>EMS Secure Storage</u>  | 25  |
|    | <ol style="list-style-type: none"> <li>1. Storage of EMS supplies and equipment</li> <li>2. Storage of CPR mannequins, spare jackets, pagers</li> <li>3. Adjustable shelving</li> <li>4. Adjacent to Fire Officials</li> </ol>                                     |     |

## **25. *Radio / Reference Area***

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

**26. Firefighter's / EMS Personnel Functions**

- |    |   |            |
|----|---|------------|
| a. | <u>Day Room</u>   | <u>300</u> |
| 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. | <u>Personal Locker Storage (inset in alcove)</u>                | <u>60</u>  |
| 1. | Metal Storage Lockers; forty (40) ½ height box lockers, stacked |            |
| 2. | Fire / EMS personal property lockers                            |            |
| 3. | Adjacent to Toilet / Shower Rooms                               |            |

# **PHASE II CONSTRUCTION**

## ***1. Conference Room***

a.	<u>Conference Room</u>	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	

## ***2. Detective Bureau***

a.	<u>Public Waiting</u>	
1.	Seating for two (2) within the squad room	
b.	<u>Squad Room</u>	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.	<u>Interview Room (s)</u>	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.	<u>Observation Room</u>	50
1.	Locate between interview rooms	
2.	Used for line-ups, taping and observing interviews	
3.	One-way vision panel between rooms	

### 3. ***Evidence and Property***

- |    |   |            |
|----|---|------------|
| a. | <u>Evidence Storage</u>                   | <u>250</u> |
| 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                       |            |

### 4. ***Bicycle Storage***

- |    |                                      |            |
|----|--------------------------------------|------------|
| a. | <u>Bicycle Storage</u>               | <u>100</u> |
| 1. | Storage of three (3) patrol bicycles |            |
| 2. | Wire mesh enclosure                  |            |

### 5. ***Apparatus Bays***

- |     |   |                        |
|-----|---|------------------------|
| a.  | <u>Fire Apparatus Bays</u>  | <u>Phase II: 1,000</u> |
| 1.  | One (1) additional double deep apparatus bay, 14' high doors            |                        |
| 2.  | 120 V. @ each bay   |                        |
| 3.  | Exhaust ventilation system for all apparatus                            |                        |
| 4.  | Floor drains centrally located at each bay                              |                        |
| 5.  | Radio speakers/intercom system/paging                                   |                        |
| 6.  | Compressed air  |                        |
| 7.  | Storage of cold water / ice rescue ropes and sled                       |                        |
| 8.  | Carbon monoxide detection   |                        |
| 9.  | Sealed concrete flooring  |                        |
| 10. | Adjacent to Protective Equipment Locker storage, Radio / Reference Room |                        |
| b.  | <u>Ambulance Bays</u>   | <u>Phase II: 650</u>   |
| 1.  | One (1) double deep ambulance bay                                       |                        |
| 2.  | 120 V. @ each bay   |                        |
| 3.  | Exhaust ventilation system for all apparatus                            |                        |
| 4.  | Floor drains centrally located at each bay                              |                        |
| 5.  | Radio speakers/intercom system/paging                                   |                        |
| 6.  | Carbon monoxide detection   |                        |
| 7.  | Sealed concrete flooring  |                        |
| 8.  | Adjacent to Protective Equipment Locker storage, Radio / Reference Room |                        |

## 6. *Firefighter's / EMS Personnel Functions*

- |    |  |            |
|----|--|------------|
| a. | <u>Male Toilet / Shower Room</u>   | <u>250</u> |
|    | <ol style="list-style-type: none"> <li>4. Two (2) showers; one (1) handicap accessible</li> <li>5. Sink area with two (2) sinks</li> <li>6. Toilet area with urinal</li> <li>7. Robe hooks at showers</li> <li>8. Full height mirror</li> <li>9. Locate adjacent to Physical Fitness Room, Personal Lockers, Bunk Rooms</li> </ol> |            |
| b. | <u>Female Toilet / Shower Room</u>   | <u>200</u> |
|    | <ol style="list-style-type: none"> <li>1. One (1) shower, handicap accessible</li> <li>2. Sink area with one (1) sink</li> <li>3. Toilet area</li> <li>4. Robe hooks at shower</li> <li>5. Full height mirror</li> <li>6. Locate adjacent to Physical Fitness Room, Personal lockers, Bunk Rooms</li> </ol>                        |            |
| c. | <u>Firefighter's Bunk Rooms</u> Four @ 120   | <u>480</u> |
|    | <ol style="list-style-type: none"> <li>1. Four (4) rooms sleeping one (1) per room</li> <li>2. "California" style mattresses</li> <li>3. Dresser</li> <li>4. Nightstand</li> <li>5. Locate adjacent to Toilet / Shower Facilities</li> </ol>   |            |
| d. | <u>Kitchen</u>   | <u>250</u> |
|    | <ol style="list-style-type: none"> <li>1. Stove / oven</li> <li>2. Microwave</li> <li>3. Commercial dishwasher</li> <li>4. Sink</li> <li>5. Refrigerator / Freezer</li> <li>6. Adjacent to Firefighter's functions / Day Room</li> </ol>   |            |

# **SPACE NEEDS SUMMARY**

## **Summary Sheet**

	<b>Phase I Proposed Square Ft.</b>	<b>Phase II Proposed Square Ft.</b>	<b>Subtotal</b>
<b>Shared Use Spaces</b>			<b>3,310</b>
Public Lobby	620		
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	380		
<b>Police Department Spaces</b>			<b>5,445</b>
Main Desk	50		
Communications Center	485		
Administrative Assistant / Records Storage	250		
Administration	300		
Detective Bureau		425	
Safety & School Resource Officer	50		
Evidence and Property	120	250	
Prisoner Processing	350		
Detention	360		
Sally Port	1,000	100	
Patrol Functions	1,605		
Arms Room	100		
<b>Fire Department / E.M.S. Spaces</b>			<b>7,980</b>
Apparatus Bays	4,135	1,650	
Fire Chief	125		
Fire Officer's Area	125		
Administrative Assistant / EMS Billing Office	215		
EMS Officer's Area	150		
Radio / Reference Area	40		
Firefighter's / EMS Personnel Functions	360	1,180	
<b>Total Net Square Footage</b>	<b>12,930</b>	<b>3,805</b>	<b>16,735</b>
Net to Gross Factor (Non-Apparatus Areas x 1.35)	3,080	750	3,830
Net to Gross Factor (Apparatus Areas x 1.10)	415	165	580
<b>Total Gross Square Footage Required</b>	<b>16,425</b>	<b>4,720</b>	<b>21,145</b>



# **SITE CONSIDERATIONS**

- a. Public Parking

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  - 1. Total number of spaces required = Twenty-five (25) due to Community Training Room capacity
- b. Police Vehicle and Staff Parking

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  - 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

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500

  - 1. Secured, fenced parking for two (2) vehicles
  - 2. CCTV surveillance
  - 3. Lighting
- e. Flagpoles

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  - 1. USA
  - 2. State
  - 3. Internal halyard
  - 4. 25', minimum
- f. Signs

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  - 1. Department identification
  - 2. Located at roadside
  - 3. Located on building
  - 4. Illuminated
  - 5. Conforms to Local Zoning

- g. Lighting


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  - 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


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  - 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


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  - 1. Entire facility handicap accessible
  - 2. Wheelchair access to public entry
- j. Trash Storage


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  - 1. Number of dumpsters required = One (1) with fenced enclosure
  - 2. Concrete pad
  - 3. Recycling bins
- k. Snow Storage


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  - 1. Provide snow storage capacity
- l. Exterior Hose Bibb Locations


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  - 1. Provide varied locations around building
  - 2. Car wash location
- m. Communications Antenna


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  - 1. Ground mounted antenna small - repeater to larger local antenna.
- n. Traffic Signalization


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  - 1. Pre-emptive traffic signalization from facility for traffic control
- o. Fire Training Area (future)


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  - 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**

<b>Designated Requirements</b>	<b>Area Estimate (square feet)</b>
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)	500
Driveways	8,500
Refuse	300
Fuel Dispensing	N/A
Service	500
Sally Port Approach	2,000
Generator Pad	300
Fire Training Structure	7,500
<b>SUBTOTAL</b>	<b>46,000</b>
Building Footprint (Two-story)	17,000
Undesignated Open Space	15,000
Landscaped Setbacks (15% Green)	15,000
Setbacks and Limitations	w/in Open Space
<b>TOTAL SITE AREA</b>	<b>93,000</b>

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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