

# ***SPACE NEEDS PROGRAM***

**Westford Fire Department**

**Westford Fire Headquarters**

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**Maguire Group Inc.  
33 Commercial Street, Suite 1  
Foxborough, MA 02035**

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DRAFT

Personnel, Day Shift	Present		Future (2035)	
	Per Shift	Total	Per Shift	Total
Fire Chief	1	1	1	1
Deputy Fire Chief	0	0	1	1
Captain Fire Prevention	1	1	1	1
Shift Commander	1	4	1	4
Firefighters	6	24	6	24
Dispatch	1	4	6	24
Training Officer	1	1	1	1
Administrative	1	1	1	1
On-Call Personnel	0	0	0	0
<b>Total</b>	12	36	18	57

Site Features

Provide space for patio/barbeque area, dumpster, recycling containers, A/C condenser, and communications tower.

- Separate parking for visitors and staff
- Provide gated parking for staff
- Site lighting
- Flag pole
- Energy (Green ) features

Interior Features

- All wall clocks interwired
- Multiple data and outlet locations in each room
- PA system
- Training elements incorporated within the facility
- Fire slide if applicable
- If possible, living quarters on first floor
- Energy (Green ) features

**SPACE NEEDS PROGRAM**

**SPACE ALLOCATIONS**

	<b>ITEM</b>	<b>PROPOSED SF</b>	<b>Bsmt</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>
<b>APPARATUS AND SUPPORT</b>					
	APPARATUS ROOM	I-4	8,100		
	HAZMAT AND DISASTER SUPPLY	I-5	168		
	HOSE STORAGE ROOM	I-6	144		
	EQUIPMENT/TOOL STORAGE	I-7	144		
	FIREFIGHTER'S TOILETS	I-8	128		
	DELUGE SHOWER	I-9	36		
	AIR SUPPLY ROOM	I-10	450		
	OXYGEN STORAGE STATION	I-11	100		
	TURN-OUT GEAR ROOM	I-12	374		
	"CONTAMINATED" WASHER EXTRACTOR	I-13	144		
	BIOHAZARD/DECON ROOM	I-14	160		
	EMS STORAGE	I-15	450		
	FIRST AID (TRiage)	I-16	120		
	EVIDENCE STORAGE	I-17	20		
	HOSE WASHROOM	I-18	160		
	HOSE TOWER	I-19	256		
	READY ROOM/BATTERY CHARGING	I-20	36		
	<b>SUBTOTAL</b>		<b>10,990</b>		
<b>PUBLIC/LOBBY/DISPATCH</b>					
	DISPATCH	I-21	426		
	PUBLIC LOBBY/VESTIBULE/RECEPTION	I-22	260		
	PUBLIC TOILETS	I-23	70		
	<b>SUBTOTAL</b>		<b>756</b>		
<b>ADMINISTRATION</b>					
	FIRE CHIEFS' OFFICE	I-24	260		
	DEPUTY FIRE CHIEFS' OFFICE	I-25	200		
	EMS OFFICE	I-26	156		
	CAPTAINS' OFFICE	I-27	224		
	FIRE PREVENTION OFFICE	I-28	372		
	CONFERENCE ROOM	I-29	500		
	ADMINISTRATIVE ASSISTANT	I-30	276		
	SUPPLY ROOM	I-31	100		
	ADMINISTRATIVE WORK ROOM	I-32	64		
	ADMINISTRATIVE TOILET ROOMS	I-33	192		
	ADMINISTRATIVE KITCHENETTE	I-34	24		
	SERVER CLOSET	I-35	120		
	ARCHIVES RECORDS	I-36	160		
	DEAD RECORDS	I-37	288		
	MISC. STORAGE	I-38	224		
	<b>SUBTOTAL</b>		<b>3,160</b>		
<b>INDOOR TRAINING</b>					
	FITNESS	I-39	500		
	<b>SUBTOTAL</b>		<b>500</b>		

	ITEM	PROPOSED SF	Bsmt	1 <sup>ST</sup>	2 <sup>ND</sup>
<b>FIREFIGHTER'S QUARTERS</b>					
SHIFT COMMANDER'S SLEEPING QUARTERS	I-40	216			
FIREFIGHTER'S ROOMS (6)	I-41	684			
STUDY	I-42	120			
LINEN WASHER AND DRYER	I-43	64			
LINEN STORAGE	I-44	14			
TOILET AND SHOWER ROOMS	I-45	576			
DAY ROOM	I-46	600			
KITCHEN/DINING	I-47	800			
PANTRY	I-48	64			
<b>SUBTOTAL</b>		<b>3,138</b>			
<b>BUILDING SUPPORT AND SYSTEMS</b>					
JANITOR'S CLOSET	I-49	144			
BUILDING SUPPLIES ROOM/STORAGE	I-50	120			
MAINTENANCE AND STORAGE	I-51	144			
MECHANICAL ROOM	I-XX	400			
ELECTRICAL ROOM	I-XX	80			
TELEPHONE ROOM	I-XX	80			
SPRINKLER ROOM	I-XX	80			
COMPRESSOR ROOM	I-XX	100			
ELEVATOR MACHINE ROOM	I-XX	80			
<b>SUBTOTAL</b>		<b>1,228</b>			
<b>NET TOTAL</b>		<b>19,772</b>			
WALLS, CIRCULATION, STAIRS, CHASES @30%		5,931			
<b>TOTAL GROSS BASEMENT</b>					
<b>TOTAL GROSS FIRST FLOOR</b>					
<b>TOTAL GROSS SECOND FLOOR</b>					
<b>TOTAL BUILDING GROSS</b>		<b>25,703</b>			

**APPARATUS ROOM**

<b>FLOOR AREA NEEDED</b>	5 Double loaded bays @ 18' x 90' = 8,100 SF
<b>ADJACENCY REQUIREMENTS</b>	Adjacent to firefighters' quarters and to support spaces
<b>PUBLIC ACCESS</b>	Controlled by public lobby
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Eye wash, area for printer and radio charging (Ready Room)
<b>HEADQUARTERS RESPONSE APPARATUS</b>	2 Pumpers @ 38' 1 Ladder (future) @ 50' 2 Ambulances @ 28' 3 SUV (Service pick-up) 1 Staff Vehicle 1 Motorboat on trailer @ 24' 1 Wash Bay
<b>SPECIAL NEEDS</b>	Electric cord reel. Overhead doors 14' x 14', Overhead power, overhead water fill, compressed air at each vehicle Door operations: At door jamb, at dispatch, and on apparatus vehicles. Wide trench drains at each bay, Mop sink In-slab radiant heat for the apparatus bay and approach slabs Acoustic considerations Sand/oil separator Heavy-duty overhead door operators Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	Hardener and sealer concrete slab
<b>WALL MATERIALS AND FINISHES</b>	CMU with epoxy paint
<b>CEILING MATERIALS AND FINISHES</b>	Painted exposed/GWB
<b>LIGHTING</b>	Low-level night lighting, fluorescent rapid-response
<b>HVAC</b>	No A/C, provide vehicle exhaust system, ceiling fans

**HAZMAT AND DISASTER SUPPLY STORAGE**

<b>FLOOR AREA NEEDED</b>	12' x 14' = 168 SF
<b>ADJACENCY REQUIREMENTS</b>	Off apparatus floor
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	2'-0" deep shelves, 12" apart on 1 wall Open space to store pallets of materials.
<b>FLOOR MATERIALS AND FINISHES</b>	Sealed concrete
<b>WALL MATERIALS AND FINISHES</b>	CMU - epoxy paint
<b>CEILING MATERIALS AND FINISHES</b>	Exposed Structure/GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C

**HOSE STORAGE ROOM**

<b>FLOOR AREA NEEDED</b>	12' x 12' = 144 SF
<b>ADJACENCY REQUIREMENTS</b>	Next to apparatus floor
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Storage rack system for hose coils 1 Moveable rack system. Wall mounted racks for the following; 1,000 LF of 4" 1,000 LF of 2-1/2" 1,000 LF of 1-3/4" Hose winder Storage for nozzles, Hydrant valves, and gate valves
<b>SPECIAL NEEDS</b>	Floor drain
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with hardener
<b>WALL MATERIALS AND FINISHES</b>	CMU-epoxy paint
<b>CEILING MATERIALS AND FINISHES</b>	Exposed structure/GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C - mechanical ventilation

**EQUIPMENT/TOOL STORAGE**

<b>FLOOR AREA NEEDED</b>	12' x 12' = 144 SF
<b>ADJACENCY REQUIREMENTS</b>	Next to apparatus room
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Storage for hand tools, ropes, pumps, portable generator, ice sled, 2 rows of 18" deep metal mesh shelving on one wall Work bench (6'-0 long)
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with hardener
<b>WALL MATERIALS AND FINISHES</b>	CMU-epoxy paint
<b>CEILING MATERIALS AND FINISHES</b>	Painted exposed structure/GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C

**FIREFIGHTER'S TOILET**

<b>FLOOR AREA NEEDED</b>	2 Unisex toilets 2 @ 64 SF = 128 SF
<b>ADJACENCY REQUIREMENTS</b>	Next to apparatus room and gear room
<b>PUBLIC ACCESS</b>	None
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	1 toilet, 1 sink each toilet
<b>SPECIAL NEEDS</b>	Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	Ceramic tile
<b>WALL MATERIALS AND FINISHES</b>	CMU with ceramic tile wainscot
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	A/C, good ventilation

**DELUGE SHOWER**

<b>FLOOR AREA NEEDED</b>	6' x 6' = 36 SF
<b>ADJACENCY REQUIREMENTS</b>	Adjacent to Biohazard/Decon Room
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	None
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Overhead, large diameter emergency shower head with pull chain, and eyewash device. Rack system to hang brushes
<b>FLOOR MATERIALS AND FINISHES</b>	Ceramic tile Recessed slab with curb
<b>WALL MATERIALS AND FINISHES</b>	CMU with ceramic tile
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent, vaporproof
<b>HVAC</b>	No A/C, good exhaust

**AIR SUPPLY ROOM**

<b>FLOOR AREA NEEDED</b>	18' x 25' = 450 SF locate compressor in isolated room
<b>ADJACENCY REQUIREMENTS</b>	Off of apparatus room,
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	High
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Rack for storage of 24 SCBA air tanks, SCBA filling station – 3 unit 6' long workbench, Tool storage, SCBA air tanks, SCBA compressor 4' x 10' 4500psi (separate enclosure)
<b>SPECIAL NEEDS</b>	Zetron speakers Mop sink to wash masks and tanks Connect drain with apparatus bay sand/oil separator
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with hardener
<b>WALL MATERIALS AND FINISHES</b>	CMU
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C, good ventilation

**OXYGEN STORAGE STATION**

<b>FLOOR AREA NEEDED</b>	10' x 10' = 100 SF
<b>ADJACENCY REQUIREMENTS</b>	Off of apparatus room, adjacent to ambulance bay
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	High
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Rack for storage of 6 air tanks, 4' long workbench, Tool storage,
<b>SPECIAL NEEDS</b>	Zetron speakers Mop sink to wash tanks Connect drain with apparatus bay sand/oil separator
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with hardener
<b>WALL MATERIALS AND FINISHES</b>	CMU
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C, good ventilation

**TURN-OUT GEAR ROOM**

<b>FLOOR AREA NEEDED</b>	11'x 34' = 374 SF
<b>ADJACENCY REQUIREMENTS</b>	Next to apparatus room, living quarters and firefighter entrance
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	28 steel mesh cubicles 24" x 24" with top and bottom shelves
<b>SPECIAL NEEDS</b>	Zetron speakers Floor drains Electrical outlets in each cubicle
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with hardener/or rubber flooring
<b>WALL MATERIALS AND FINISHES</b>	CMU with epoxy paint
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	No fluorescent light fixtures
<b>HVAC</b>	No A/C, very good ventilation – Maintain gear room under negative pressure

**“CONTAMINATED” WASHER/DRYER**

<b>FLOOR AREA NEEDED</b>	12' x 12' = 144 SF
<b>ADJACENCY REQUIREMENTS</b>	Near turn-out gear room and Decontamination Room
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	None
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Heavy-duty, stainless steel, 45 lb. capacity washer extractor (re-use existing extractor 34” wide x 32” deep x 60” high) Space to hang dry gear with shelving above
<b>SPECIAL NEEDS</b>	Floor drain Zetron speakers Counter for adjusting gear Storage space Rack system to dry gear Thickened floor slab at extractor Gravity drain from extractor with air gap
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with hardener/ or rubber flooring
<b>WALL MATERIALS AND FINISHES</b>	CMU
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C, good ventilation, dryer vent

**BIOHAZARD/DECON ROOM**

<b>FLOOR AREA NEEDED</b>	10' x 16' = 160 SF
<b>ADJACENCY REQUIREMENTS</b>	Near deluge shower accessible from the exterior and the apparatus bay
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	High
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	2 stainless steel tub sinks with foot controls and hose with spray Sink with eye wash device. Wire shelving on one wall to dry back boards. Area for drum storage of Bio-Hazard material
<b>SPECIAL NEEDS</b>	Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	Ceramic tile
<b>WALL MATERIALS AND FINISHES</b>	CMU with ceramic tile wainscot
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	Good ventilation

**EMS STORAGE**

**FLOOR AREA NEEDED**

20' x 25' = 450 SF  
Separate room into two equally sized and secure areas  
EMS storage (200 SF) and ALS storage (250 SF)

**ADJACENCY REQUIREMENTS**

Near apparatus room, adjacent to ambulance bays and Oxygen Storage Station

**PUBLIC ACCESS**

None

**SECURITY REQUIREMENTS**

High

**FURNITURE, FIXTURES & EQUIPMENT**

24" metal adjustable shelving, spaced at 12" apart on three sides of room  
Desk  
Zetron speakers  
Data connection  
Lockable cabinet  
Security cameras  
Bench for charging equipment  
Refrigerator – Lockable  
Climate control for ALS storage area

**FLOOR MATERIALS AND FINISHES**

Sealed concrete

**WALL MATERIALS AND FINISHES**

CMU

**CEILING MATERIALS AND FINISHES**

GWB

**LIGHTING**

Fluorescent

**HVAC**

Good ventilation, A/C

**FIRST AID TRIAGE**

<b>FLOOR AREA NEEDED</b>	10' x 12' = 120 SF
<b>ADJACENCY REQUIREMENTS</b>	Near apparatus room Adjacent to dispatch and accessible from the exterior
<b>PUBLIC ACCESS</b>	Limited (controlled)
<b>SECURITY REQUIREMENTS</b>	High
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Base and wall cabinets on one wall with sink Desk and 2 chairs
<b>SPECIAL NEEDS</b>	Able to accommodate ambulance gurney Zetron speakers Data Connection
<b>FLOOR MATERIALS AND FINISHES</b>	VCT
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	Good ventilation, A/C

**EVIDENCE STORAGE**

<b>FLOOR AREA NEEDED</b>	4' x 5' = 20 SF
<b>ADJACENCY REQUIREMENTS</b>	Next to apparatus room near exterior door
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	High
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	18" deep steel mesh shelving on one wall
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with hardener
<b>WALL MATERIALS AND FINISHES</b>	CMU-epoxy paint
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	Ventilated to building exterior

**HOSE WASHROOM**

<b>FLOOR AREA NEEDED</b>	10' x 16' = 160 SF
<b>ADJACENCY REQUIREMENTS</b>	Near hose storage room
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	None
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	3' x 4' floor sink, hose washing equipment (dept. to confirm equipment space)
<b>SPECIAL NEEDS</b>	Could possibly be combined with hose storage Floor drain
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with sealer
<b>WALL MATERIALS AND FINISHES</b>	CMU
<b>CEILING MATERIALS AND FINISHES</b>	Exposed structure/GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C

**HOSE TOWER**

<b>FLOOR AREA NEEDED</b>	16' x 16' = 256 SF
<b>ADJACENCY REQUIREMENTS</b>	Near apparatus bay
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	None
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Rack system to raise and lower hoses Stair to top of tower to serve as a training tool for hose advancements, fixed and aerial ladder training, repelling and possibly smoke training. Access to mezzanine storage, above adjacent support spaces. Incorporate training elements within mezzanine
<b>SPECIAL NEEDS</b>	Good ventilation to remove smoke, Floor drain
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with sealer
<b>WALL MATERIALS AND FINISHES</b>	CMU
<b>CEILING MATERIALS AND FINISHES</b>	Exposed structure
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C

**READY ROOM/BATTERY CHARGING ALCOVE**

<b>FLOOR AREA NEEDED</b>	3' x 12' = 36 SF
<b>ADJACENCY REQUIREMENTS</b>	Alcove adjacent to Apparatus Room
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Counter with storage cabinets and shelving
<b>SPECIAL NEEDS</b>	Electrical wire mold outlets and data jackets
<b>FLOOR MATERIALS AND FINISHES</b>	Sealed concrete.
<b>WALL MATERIALS AND FINISHES</b>	CMU
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Task lighting
<b>HVAC</b>	No A/C

**DISPATCH****FLOOR AREA NEEDED**

Console	15' x 18'	= 270 SF
Toilet	7' x 8'	= 56 SF
Office/Lockers	10' x 10'	= 100 SF
<b>TOTAL</b>		<b>426 SF</b>

**ADJACENCY REQUIREMENTS**

Direct view to Public/Lobby entrance, view into Apparatus Room, and adjacent to First Aid Triage

**PUBLIC ACCESS**

None

**SECURITY REQUIREMENTS**

High

**FURNITURE, FIXTURES & EQUIPMENT**

Radio console position for two 10' work, 2 chairs, wall space for maps, counter with storage for forms under at window to Public Lobby, 20 LF shelving, white board, cable TV, 4 lockers. Accessible toilet room – sink, toilet and shower  
Small office with desk/file cabinet

**SPECIAL NEEDS**

Window with pass-through and counter to Public Lobby/Reception Controls for VOC-ALARM or ZETRON.  
6" access flooring w/depressed slab. CCTV  
Room darkening shades.

**FLOOR MATERIALS AND FINISHES**

Carpet tile

**WALL MATERIALS AND FINISHES**

GWB

**CEILING MATERIALS AND FINISHES**

ACT

**LIGHTING**

Fluorescent with parabolic reflector, 2 level lighting, task lighting

**HVAC**

A/C

**PUBLIC LOBBY/VESTIBULE/RECEPTION**

<b>FLOOR AREA NEEDED</b>	Lobby	10' x 26'	= 260 SF
<b>ADJACENCY REQUIREMENTS</b>	Next to Communications Room; Administrative area. Easy, access to Admin. Speak-thru and paper slot to dispatch.		
<b>PUBLIC ACCESS</b>	Full access		
<b>SECURITY REQUIREMENTS</b>	Moderate; controlled exit from Lobby to the rest of the building. All public must check in w/ Dispatch first.		
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Built-in trophy Cabinet		
<b>SPECIAL NEEDS</b>	Surveillance from Dispatch automatic door operators.		
<b>FLOOR MATERIALS AND FINISHES</b>	Porcelain pavers		
<b>WALL MATERIALS AND FINISHES</b>	GWB		
<b>CEILING MATERIALS AND FINISHES</b>	ACT		
<b>LIGHTING</b>	Fluorescent plus accent lighting		
<b>HVAC</b>	A/C		

**PUBLIC TOILETS**

<b>FLOOR AREA NEEDED</b>	1 @ 7' x 10' = 70 SF
<b>ADJACENCY REQUIREMENTS</b>	Access from Public Lobby but not visible
<b>PUBLIC ACCESS</b>	High
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Toilet and sink
<b>SPECIAL NEEDS</b>	Handicapped accessible Floor drain
<b>FLOOR MATERIALS AND FINISHES</b>	Ceramic tile
<b>WALL MATERIALS AND FINISHES</b>	Ceramic tile wainscot
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C, good exhaust tied to light switch

**FIRE CHIEF'S OFFICE**

<b>CURRENT STAFF</b>	1
<b>FLOOR AREA NEEDED</b>	14' x 18' plus 2' x 4' closet 260 SF TOTAL
<b>ADJACENCY REQUIREMENTS</b>	Near Deputy Chief and Conference Room.
<b>PUBLIC ACCESS</b>	Limited, controlled
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	30" x 6' desk with return and credenza, desk chair, with 4 file lateral file drawers, seating for 4 at small conference table, TV/VCR and 30 LF bookshelves. White board
<b>SPECIAL NEEDS</b>	Coat closet Zetron speakers Data Outlet
<b>FLOOR MATERIALS AND FINISHES</b>	Carpet
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with parabolic reflector
<b>HVAC</b>	A/C

**DEPUTY FIRE CHIEF'S OFFICE**

<b>CURRENT STAFF</b>	1
<b>FLOOR AREA NEEDED</b>	12' x 16' and 2' x 4' closet 200 SF TOTAL
<b>ADJACENCY REQUIREMENTS</b>	Near Administrative Assistant
<b>PUBLIC ACCESS</b>	Limited, controlled
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	30" x 6' desk with return and credenza, desk chair, with 4 file lateral file drawers, seating for 4 at small conference table, wall-mounted TV/VCR and 30 LF bookshelves White board, tack board
<b>SPECIAL NEEDS</b>	Coat closet Zetron Speakers Data Outlets
<b>FLOOR MATERIALS AND FINISHES</b>	Carpet
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with parabolic reflector
<b>HVAC</b>	A/C

**EMS OFFICE**

<b>CURRENT STAFF</b>	1
<b>FLOOR AREA NEEDED</b>	10' x 12' = 120 SF 6' x 6' Lockable storage closet 156 SF TOTAL
<b>ADJACENCY REQUIREMENTS</b>	Near Administrative Assistant
<b>PUBLIC ACCESS</b>	Limited, controlled
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	30" x 6' desk with return and credenza, desk chair, with 2 file lateral file drawers, TV/VCR Closet with adjustable metal shelving White Board, Tack Board
<b>SPECIAL NEEDS</b>	Zetron speakers Data Outlets
<b>FLOOR MATERIALS AND FINISHES</b>	Carpet
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with parabolic reflector
<b>HVAC</b>	A/C

**CAPTAIN'S OFFICE**

<b>CURRENT STAFF</b>	1 per shift
<b>FLOOR AREA NEEDED</b>	14' x 16' = 224 SF Housing 4 cubicles
<b>ADJACENCY REQUIREMENTS</b>	Near Administrative Assistant and Fire Chief's office
<b>PUBLIC ACCESS</b>	Limited, controlled
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Each cubicle to house (1) 30" x 6' desk and return, 1 desk chair, 1 guest chair, 4 LF book shelves, (1) 3' storage cabinets, (1) 3-drawer lateral files with top
<b>SPECIAL NEEDS</b>	Coat closet Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	Carpet
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with parabolic reflections
<b>HVAC</b>	A/C

**FIRE PREVENTION OFFICE**

<b>CURRENT STAFF</b>	1		
<b>FLOOR AREA NEEDED</b>	Office	10' x 12' =	120 SF
	1 closet	2' x 4' =	8 SF
	Work space	10' x 10' =	100 SF
	Plan Storage Room	12' x 12' =	144 SF
	<b>TOTAL</b>		<b>372 SF</b>
<b>ADJACENCY REQUIREMENTS</b>	Near administrative staff		
<b>PUBLIC ACCESS</b>	Limited		
<b>SECURITY REQUIREMENTS</b>	Moderate		
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	desk with return and desk chair, 1 guest chairs, (1) 3-drawer lateral files, 10 LF shelving, plan review table, flat files for archived plans, roll storage for current plans Space for printer White Board, Tack Board		
<b>SPECIAL NEEDS</b>	Coat closet Zetron speakers Multiple data and outlets		
<b>FLOOR MATERIALS AND FINISHES</b>	Carpet		
<b>WALL MATERIALS AND FINISHES</b>	GWB		
<b>CEILING MATERIALS AND FINISHES</b>	ACT		
<b>LIGHTING</b>	Fluorescent with parabolic reflections		
<b>HVAC</b>	A/C		

**CONFERENCE ROOM**

<b>FLOOR AREA NEEDED</b>	25 SF per person (20 people x 25 SF = 300 SF)
<b>ADJACENCY REQUIREMENTS</b>	Adjacent to Chief's and Deputy Fire Chief's Office
<b>PUBLIC ACCESS</b>	Controlled
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Table and chairs to accommodate 20, credenza
<b>SPECIAL NEEDS</b>	6' white board, tackable surface Overhead projection screen, cable, phone and electrical connections set in conference table
<b>FLOOR MATERIALS AND FINISHES</b>	Carpet
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with parabolic reflectors, downlights
<b>HVAC</b>	A/C

**ADMINISTRATIVE ASSISTANT**

<b>CURRENT STAFF</b>	1												
<b>FLOOR AREA NEEDED</b>	<table border="0"> <tr> <td>Office area</td> <td>12' x 14' =</td> <td>168 SF</td> </tr> <tr> <td>Waiting area</td> <td>10' x 10' =</td> <td>100 SF</td> </tr> <tr> <td>Closet</td> <td>2' x 4' =</td> <td>8 SF</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>276 SF</b></td> </tr> </table>	Office area	12' x 14' =	168 SF	Waiting area	10' x 10' =	100 SF	Closet	2' x 4' =	8 SF	<b>TOTAL</b>		<b>276 SF</b>
Office area	12' x 14' =	168 SF											
Waiting area	10' x 10' =	100 SF											
Closet	2' x 4' =	8 SF											
<b>TOTAL</b>		<b>276 SF</b>											
<b>ADJACENCY REQUIREMENTS</b>	Near Chief, Deputy Chief, Public Lobby												
<b>PUBLIC ACCESS</b>	Limited controlled												
<b>SECURITY REQUIREMENTS</b>	High												
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	<p>1 desk with returns, 1 desk chairs, 20 LF shelving; require 6-36" 4-drawer laterals - for active files</p> <p>Waiting area to have 4 chairs and a counter for filling out forms</p> <p>Office area to be separated from waiting area with a low wall and counter</p>												
<b>SPECIAL NEEDS</b>	<p>Coat closet</p> <p>Data outlets</p> <p>Connected to intercom at front door</p>												
<b>FLOOR MATERIALS AND FINISHES</b>	Carpet												
<b>WALL MATERIALS AND FINISHES</b>	GWB												
<b>CEILING MATERIALS AND FINISHES</b>	ACT												
<b>LIGHTING</b>	Fluorescent with parabolic reflectors												
<b>HVAC</b>	A/C												

**SUPPLY ROOM**

<b>FLOOR AREA NEEDED</b>	10' x 10' = 100 SF
<b>ADJACENCY REQUIREMENTS</b>	Adjacent to Administrative Workroom
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	4 rows of 24" adjustable metal shelving on two walls
<b>SPECIAL NEEDS</b>	Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	VCT
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with parabolic reflections
<b>HVAC</b>	A/C

**ADMINISTRATIVE WORKROOM**

<b>FLOOR AREA NEEDED</b>	8' x 8' = 64 SF
<b>ADJACENCY REQUIREMENTS</b>	Adjacent to Administrative Assistant
<b>PUBLIC ACCESS</b>	Limited
<b>SECURITY REQUIREMENTS</b>	
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Copier, fax, printer, laminator, scanner, shredder, 30 LF of shelves. Cable data outlets.
<b>SPECIAL NEEDS</b>	Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	VCT
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with parabolic reflector
<b>HVAC</b>	A/C

**ADMINISTRATIVE TOILET ROOMS**

<b>FLOOR AREA NEEDED</b>	2 @ 8' x 12' = 192 SF
<b>ADJACENCY REQUIREMENTS</b>	Within Administrative area adjacent to break area
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Toilet, sink and shower for each sex
<b>SPECIAL NEEDS</b>	Handicapped accessible Floor drain
<b>FLOOR MATERIALS AND FINISHES</b>	Ceramic tile
<b>WALL MATERIALS AND FINISHES</b>	Ceramic tile wainscot
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	A/C, good exhaust tied to light switch

**ADMINISTRATIVE KITCHENETTE**

<b>FLOOR AREA NEEDED</b>	24 SF
<b>ADJACENCY REQUIREMENTS</b>	Near Administration toilet rooms
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Kitchenette with refrigerator, microwave, coffeemaker, sink, dishwasher and garbage disposal.
<b>SPECIAL NEEDS</b>	Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	VCT
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	A/C

**SERVER CLOSET**

<b>FLOOR AREA NEEDED</b>	10' x 12' = 120 SF
<b>ADJACENCY REQUIREMENTS</b>	Off Administrative offices
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	High
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Shelving for old computers, desk and chair
<b>SPECIAL NEEDS</b>	USPS system, 4 data ports at desk, 1 filing cabinet
<b>FLOOR MATERIALS AND FINISHES</b>	VCT
<b>WALL MATERIALS AND FINISHES</b>	GWB/exposed structure painted
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with parabolic reflectors
<b>HVAC</b>	A/C

**ARCHIVES RECORDS**

<b>FLOOR AREA NEEDED</b>	16 SF per lateral file (16 sf x 10 = 160 SF)
<b>ADJACENCY REQUIREMENTS</b>	None, could be in basement
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	10 – 4-drawer lateral file cabinets or mobile shelving
<b>FLOOR MATERIALS AND FINISHES</b>	Sealed concrete
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	A/C

**DEAD RECORDS**

<b>FLOOR AREA NEEDED</b>	16 SF per lateral file (16 sf x 18 = 288 SF)
<b>ADJACENCY REQUIREMENTS</b>	None, could be in basement
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	18 – 4-drawer lateral file cabinets or mobile shelving
<b>FLOOR MATERIALS AND FINISHES</b>	Sealed concrete
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C

**MISC STORAGE**

<b>FLOOR AREA NEEDED</b>	14' x 16' = 224 SF
<b>ADJACENCY REQUIREMENTS</b>	None, could be in basement
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	
<b>FLOOR MATERIALS AND FINISHES</b>	Sealed Concrete
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	Exposed Structure
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C

**FITNESS**

<b>STAFF</b>	All
<b>FLOOR AREA NEEDED</b>	500 SF
<b>ADJACENCY REQUIREMENTS</b>	Direct access to living quarters
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Treadmills, stationary bicycles, universal weight, machine and free weights. Equipment will be furnished with FF&E.
<b>SPECIAL NEEDS</b>	Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	Clock, wall-mounted TV, cable mirrored wall. Sport flooring on concrete slab, sound insulation
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	A/C, good ventilation, separate control

**SHIFT COMMANDERS SLEEPING QUARTERS**

<b>CURRENT STAFF</b>	1 per shift (shared room)
<b>FLOOR AREA NEEDED</b>	12' x 14' = 168 SF 6' x 8' toilet room – 48 SF Total = 216 SF
<b>ADJACENCY REQUIREMENTS</b>	Near firefighter's sleeping quarters
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	1 desk, with 1 desk chair and 1 guest chair. (1) 4-drawer file cabinets and 8 LF bookshelves, x- long twin bed, (4) 24' x 24' lockers, cable and data outlets. Room darkening shades. Toilet room to have sink toilet and shower. White Boards, Tack Boards
<b>SPECIAL NEEDS</b>	Zetron speakers Secondary system to dispatch
<b>FLOOR MATERIALS AND FINISHES</b>	Carpet
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with two light levels
<b>HVAC</b>	A/C

**FIREFIGHTER'S ROOMS**

**FLOOR AREA NEEDED**

Private bedrooms, 6 @ 9 x 12' = 648 SF

**ADJACENCY REQUIREMENTS**

Good access to Apparatus Room  
Adjacent to toilet rooms

**PUBLIC ACCESS**

None

**SECURITY REQUIREMENTS**

Moderate

**FURNITURE, FIXTURES & EQUIPMENT**

Each room to have a chair, extra long twin bed with under-bed storage drawers, built-in desk with area for TV.  
(4) 2' x 2' lockers outside of sleeping area. Provide 2 power, 2 data and 2 cable TV outlets on all walls.  
Room darkening shades.

**SPECIAL NEEDS**

Zetron speakers  
Sound attenuation in walls

**FLOOR MATERIALS AND FINISHES**

VCT

**WALL MATERIALS AND FINISHES**

GWB

**CEILING MATERIALS AND FINISHES**

ACT

**LIGHTING**

Fluorescent, 2 light levels  
Task lighting

**HVAC**

A/C

**STUDY ROOM**

<b>FLOOR AREA NEEDED</b>	12' x 10' = 120 SF
<b>ADJACENCY REQUIREMENTS</b>	Near living quarters
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Built-in countertop for computer use, along one wall. Two chairs, 60 LF of shelving. Data/computer outlets.
<b>SPECIAL NEEDS</b>	Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	VCT
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	A/C

**“LINEN” WASHER/DRYER**

<b>FLOOR AREA NEEDED</b>	8' x 8' = 64 SF
<b>ADJACENCY REQUIREMENTS</b>	Near firefighters' quarters
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	None
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Washer and dryer with shelving above and folding counter
<b>SPECIAL NEEDS</b>	Floor drain and drain pan. Zetron speakers.
<b>FLOOR MATERIALS AND FINISHES</b>	Ceramic tile
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C, good ventilation, dryer vent

**LINEN STORAGE**

<b>FLOOR AREA NEEDED</b>	7' x 2' = 14 SF
<b>ADJACENCY REQUIREMENTS</b>	None
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Three rows of adjustable 24" deep shelves
<b>FLOOR MATERIALS AND FINISHES</b>	VCT
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C

**TOILET/SHOWER ROOMS**

<b>FLOOR AREA NEEDED</b>	4 Private toilet rooms @ 144 SF = 576 SF
<b>ADJACENCY REQUIREMENTS</b>	Near Firefighters Rooms
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	sink, toilet and shower with drying area per toilet room. Toilet rooms do not need to be handicap accessible.
<b>SPECIAL NEEDS</b>	1 full-length mirror, Zetron speakers.
<b>FLOOR MATERIALS AND FINISHES</b>	Ceramic tile
<b>WALL MATERIALS AND FINISHES</b>	GWB with ceramic wainscoting
<b>CEILING MATERIALS AND FINISHES</b>	GWB
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	A/C

**DAY ROOM**

<b>FLOOR AREA NEEDED</b>	600 SF
<b>ADJACENCY REQUIREMENTS</b>	Good access to Apparatus Room near Kitchen/Dining
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Recliners, couch and seating for 10. Provide power and cable TV outlets on all walls. Built in storage cabinets on one wall
<b>SPECIAL NEEDS</b>	Zetron speakers
<b>FLOOR MATERIALS AND FINISHES</b>	Carpet
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent with parabolic reflectors, multiple TV jacks, task
<b>HVAC</b>	A/C

**KITCHEN/DINING****FLOOR AREA NEEDED**

Kitchen 20 x 20 = 400 SF  
 Dining 20 x 20 = 400 SF  
 TOTAL = 800 SF

**ADJACENCY REQUIREMENTS**

Near Day Room and pantry  
 Exterior patio with gas grille

**PUBLIC ACCESS**

None

**SECURITY REQUIREMENTS**

Moderate

**FURNITURE, FIXTURES & EQUIPMENT**

Commercial appliances;  
 6 burner range with oven and hood,  
 Wall oven,  
 Built-in Microwave,  
 20 CF Refrigerator  
 20 CF Freezer  
 Large deep sink and vegetable sink  
 Dishwasher,  
 Garbage disposal,  
 Water tap at range,  
 Solid-surface countertop, with wood or stainless  
 steel cabinets  
 Stainless steel backsplash  
 Tables and chairs to accommodate double shift  
 (12),  
 Plumbed coffeemaker

**SPECIAL NEEDS**

Zetron speakers

**FLOOR MATERIALS AND FINISHES**

Ceramic tile, quarry tile

**WALL MATERIALS AND FINISHES**

GWB

**CEILING MATERIALS AND FINISHES**

ACT

**LIGHTING**

Fluorescent

**HVAC**

A/C, range exhaust

**PANTRY**

**FLOOR AREA NEEDED**

8' x 8' = 64 SF

**ADJACENCY REQUIREMENTS**

Alcove off of Kitchen

**PUBLIC ACCESS**

None

**SECURITY REQUIREMENTS**

Moderate

**FURNITURE, FIXTURES & EQUIPMENT**

24" x 16" lockable storage closets (1 per shift) keyed individually, area for recycling containers, and 1 50-lb. ice maker

**FLOOR MATERIALS AND FINISHES**

Ceramic tile, quarry tile

**WALL MATERIALS AND FINISHES**

GWB

**CEILING MATERIALS AND FINISHES**

ACT

**LIGHTING**

Fluorescent

**HVAC**

A/C

**JANITOR'S CLOSETS**

**FLOOR AREA NEEDED**

(1 on each floor) @ 6' x 6' = 36 SF  
36 x 4 = 144 SF TOTAL

**ADJACENCY REQUIREMENTS**

Centrally located

**PUBLIC ACCESS**

None

**SECURITY REQUIREMENTS**

Moderate

**FURNITURE, FIXTURES & EQUIPMENT**

Floor sink, mop racks, shelving

**FLOOR MATERIALS AND FINISHES**

Ceramic tile

**WALL MATERIALS AND FINISHES**

GWB with ceramic tile wainscoting

**CEILING MATERIALS AND FINISHES**

GWB

**LIGHTING**

Fluorescent

**HVAC**

No A/C

**DRAFT**

**BUILDING SUPPLIES ROOM/STORAGE**

<b>FLOOR AREA NEEDED</b>	10' x 12' = 120 SF
<b>ADJACENCY REQUIREMENTS</b>	None
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	Three rows of adjustable 24" deep shelves on two and walls and 12" deep shelves on one wall
<b>FLOOR MATERIALS AND FINISHES</b>	VCT
<b>WALL MATERIALS AND FINISHES</b>	GWB
<b>CEILING MATERIALS AND FINISHES</b>	ACT
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C

**MAINTENANCE & STORAGE**

<b>FLOOR AREA NEEDED</b>	12' x 12' maintenance, 144 SF
<b>ADJACENCY REQUIREMENTS</b>	First floor, good access to exterior and Apparatus Room
<b>PUBLIC ACCESS</b>	None
<b>SECURITY REQUIREMENTS</b>	Moderate
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>	6' workbench with stool and tool rack above, 30 LF shelving Storage space for lawn mower, Snow blower Flammable locker for gas storage
<b>FLOOR MATERIALS AND FINISHES</b>	Concrete with hardener
<b>WALL MATERIALS AND FINISHES</b>	CMU
<b>CEILING MATERIALS AND FINISHES</b>	GWB or exposed
<b>LIGHTING</b>	Fluorescent
<b>HVAC</b>	No A/C, ventilation