



TOWN OF WESTFORD
**PERMANENT TOWN
BUILDING COMMITTEE**

TOWN HALL
WESTFORD, MASSACHUSETTS 01886
(978) 692-5500

MEMORANDUM

To: Jodi Ross, Town Manager
From: Tom Mahanna, Chair
Subject: School Administration Building Space Needs
Date: August 21, 2018

As requested, the Permanent Town Building Committee and the Westford Public Schools have developed a conceptual Space Needs Plan for a new School Administration Building. Kirk Ware from the PTBC and Kerry Clery, Asst. Supt. collaborated to develop the attached plan. In summary, we estimate that a building approximately 16,000 to 19,000 s.f. will be needed to accommodate the staff, office, meeting, and accessory needs for School Administration. This plan includes approximately 10 offices for the Supt., Asst. Supt., and several Directors, and 5 additional small office/shared offices for staff. We have also included 3 small conference rooms and 2 large meeting rooms with capacities of up to 50 people. The plan includes appropriate space for bathrooms, storage rooms, copy rooms, and utility rooms. In addition, we included a 25% factor for hallways and common areas.

Based on this plan, staff levels, and typical parking needs for this building type, we estimate that approximately 30 parking spaces will typically be needed during the day. The parking need can increase to 70 parking spaces periodically depending on meeting and/or training activities that may occur. It is our opinion that a new 19,000 s.f. two-story building with up to 70 parking spaces is a reasonable size facility for School Administration and would fit on the 3.0± acre parcel at 63 Main Street. As this parcel directly abuts both the Roudenbush and Town Hall Complex parcels (see attached photo), combined access and parking areas could minimize the amount of parking that would need to be constructed directly on the 63 Main Street parcel. This would need to be confirmed with appropriate survey, architectural, and engineering analysis. We do not recommend combining the space program for the New Center Building with School Administration and constructing one building at 63 Main Street. It is our opinion that this site would not support a building of this size.

We look forward to presenting this information to the Board of Selectmen at their meeting on August 28th and addressing any questions that you or the Board may have.

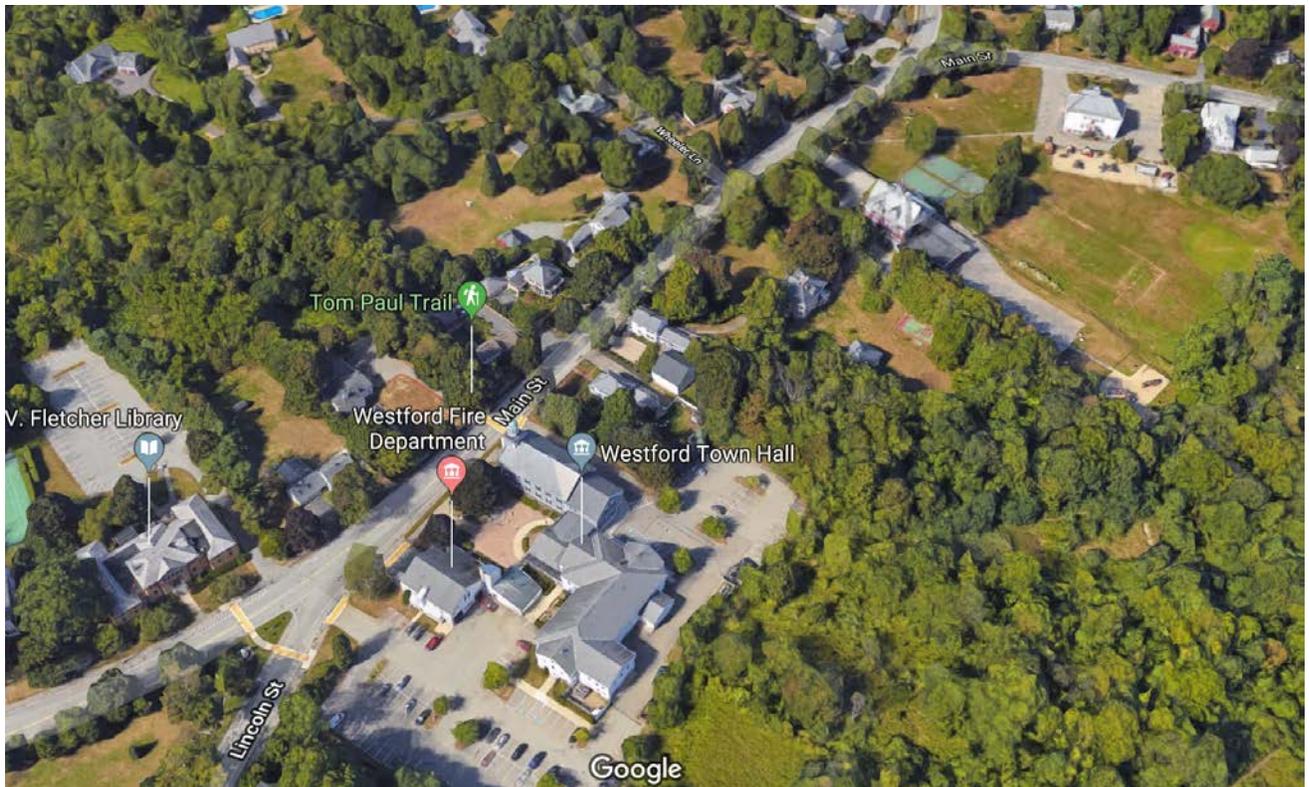
Sincerely,



Thomas J. Mahanna, Chair
Permanent Town Building Committee

Enclosure: School Administration Building Space Needs

Copy: Bill Olsen, Supt., Kerry Clery, Asst. Supt., Kathy Auth, Director of School Finance, Kirk Ware (PTBC)



Type	Size Range for Each	Qty	Est. Sq Ft	Notes
Large Offices	250-300 sq ft	5	1,250-1,500	1. Superintendent 2. Asst. Superintendent 3. Dir. of Finance 4. Dir. of Pupil Services 5. Human Resources Coordinator
Accompanying Reception Area for Respective Exec. Asst. & Dept. Materials (w/supply closets), active files	350-450 sq ft	5	1,750-2,250	
Medium Offices	125-150 sq ft	4	500-600	1. Dir. of Student Info 2. Dir. of Food Services 3. Asst. Director of Finance 4. Dir. of Digital Learning
Accompanying Reception Area for Respective Admin. Asst. & Dept. Materials	125-150 sq ft	1	125-150	1. Dir. of Food Services Admin
Shared Offices	600-800 sq ft	3	1,800-2,400	1. Payroll (2 ppl), Accounts Payable (1 person) 2. Curriculum Coordinators (4 ppl) 3. IT (3 ppl)
Technology Storage Area	350-450sq ft	1	350-450	Storage and large scale deliveries
Small Offices	75-100 sq ft	2	150-200	1. Maintenance 2. Other - traveling student support leader, nursing room (required), etc.
Conference Rooms	250-350 sq ft	3	750-1,050	1. Superintendent 2. Asst. Superintendent 3. General
	1,200-1,300 sq ft	2	2,400-2,600	Large Meetings
Kitchen	100-150 sq ft	1	100-150	
Lunch/Break area	200-250 sq ft	1	200-250	
Dead File Storage & Large Scale Supplies (e.g. reams of paper)	multiple rooms or single room	2	1,200-1,500	about 1/3 of these files are accessed up to multiple times per day
Maintenance Storage	150-250 sq ft	1	150-250	
Mail Room	100-150 sq ft	1	100-150	
Copy Rooms	75-100 sq ft	2	150-200	
Building Mechanical/Electrical	300 sq ft	2	600	
Bathroom Facilities	50-200 sq ft	6	900	2 female & 2 male facilities w/three fixtures (one on each floor) + 2 singles

		Subtotal:	12,475-15,200	
25% factor (corridors, stairwell, etc.)			3,119-3,800	
Parking Spaces	approx 30 typical day approx 70 needed periodically			does not include visitors
		Total Est. Sq Ft:	15,594-19,000	