TOWN OF ORLEANS

Peer Review of the New Department of Public Works & Natural Resources Facility Planning Study

Dated 15 January 2016, by Weston & Sampson

Review Architect

CSS Architects Inc.
107 Audubon Road
Wakefield, MA 01880

25 March 2016
Introduction

The following peer review was prepared at the request of the Town of Orleans Department of Public Works and Natural Resources. The review shall allow the Town of Orleans to continue the services with Weston and Sampson in order to continue with design and engineering services to complete the construction documents.

The peer review services included confirming that the study was comprehensive in its context, the overall programming, space relationship diagram; preliminary schematic plans and code compliance were at an acceptable level of competence.

The following documents were provided to CSS Architects for review:

- C1.01 Existing Conditions Plan dated 12-8-2015
- C3.01 General Construction Plan dated 01-04-2016
- A1.01 Floor Plan dated 12-8-2015
- Phase 1 Site Assessment dated 10-5-2015
- Phase 2 Site Assessment dated 11-19-15
- Cost Estimate dated 1-10-2016
- Independent Cost Estimate dated 1-20-2016
- Exploration Location Plan dated 01-2016
- Geotechnical Engineers Report dated 01-26-2016

The peer review report commenced with the study's executive summary and proceeded with CSS Architect Inc.'s conclusion.

Executive Summary

The Executive Summary addressed the proposed Master Plan for the DPW Facility. The conclusion was based on multiple planning options for the preferred site and building size. Multiple concept plan options were presented based on the approval space needs assessment and the site configurations. The study concluded that the site could accommodate the 37,242 S.F. building program and based on the space needs assessment the 37,242 seems appropriate and the 4,000 S.F. salt storage structure also seems appropriate.

Site Selection and Improvements Review

Multiple sites were considered for the new facility. These sites included privately owned and town owned:

- Bay Ridge Lane
- Overland Way
- 90 South Orleans Road
- 292/350 South Orleans Road
- 19 School Street
- 56 Lots Hollow Road
34, 36, 38, 40, 42, 46 and 52 Giddiah Hill Road

The study concluded that the Giddiah Hill Road will best serve the needs of the DPW. The peer review team visited the Giddiah Hill Road site on 25 February 2016 and agreed with the site selection based on the existing site use, multiple access and limited environmental disturbances.

Giddiah Hill Road Site Design Options:

Six (6) site plan options were provided. Option 1A dated 8 April 2014 seemed to be the most advantageous for the use of the building and the site configuration. Site 1A was developed for the schematic design floor plan for the facility. The configuration of the building footprint is compatible with vehicle access to and from the building. Employees and visitor access from the parking areas seems to work well with the interior design of the building.

The locations for the fuel island, salt shed structure and future cold storage building are strategically located at the peripheral sides of the site away from visitor access to the building.

The configuration and location of the vehicle parking areas takes into consideration for ease of egress the employees and visitors.

At this point in time the storm water management seems to be appropriate for the building and site improvements.

Site Improvements:

The site improvements were assessed and documented in detail. The site improvements included the following:

- Bulk material storage
- Salt storage shed
- Harbor Master equipment storage
- Pipe storage, concrete casting area
- Site security
- Site dumpster
- Generator
- Transformer
- Loam, leaf drop off, wood chips stored at landfill
- Off-season equipment, materials containers and the maintenance building. All located at the landfill site.
- Water supplies stored at well site 1 site.
- Compost site – pre-engineered metal buildings adjacent to wastewater treatment plant.
Zoning Review

The peer review team reviewed the zoning requirements for the Giddiah Hill Road Site. The review was as follows:

<table>
<thead>
<tr>
<th>Use: (Industrial)</th>
<th>Required</th>
<th>Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Size</td>
<td>30000 SF</td>
<td>6.7 Acres ±</td>
</tr>
<tr>
<td>Set Backs</td>
<td>F 25'</td>
<td>F 100' ±</td>
</tr>
<tr>
<td></td>
<td>S 10'</td>
<td>S 150' ±</td>
</tr>
<tr>
<td></td>
<td>R 10'</td>
<td>R 110' ±</td>
</tr>
<tr>
<td>% of Lot Coverage</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Storm Water Management</td>
<td>Provided</td>
<td></td>
</tr>
<tr>
<td>Subsurface Exploration</td>
<td>Provided</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>40</td>
<td>67</td>
</tr>
<tr>
<td>Conservation Commission</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Planning Board</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Height</td>
<td>Not to exceed 35'</td>
<td>34' or 45'</td>
</tr>
</tbody>
</table>

Zoning Board of Approval | N/A | N/A
Board Location Plan     | N/A | N/A
Geotechnical Report     | Included     |

The site design as shown meets the Town of Orleans zoning regulations.

Space Needs Assessment Review

Building:

Interviews for each department were conducted, the description of the daily activities were recorded in detail. These departments included:

- Public Works and Natural Resource Administrator
- Water Department
- Highway Department
- Vehicle Maintenance
- Parks and Beaches
- Transfer Station
- Tree Warden
- Natural Resources/Harbor Master/Shellfish Constable
- Buildings and Facilities
- Recreation

Workshops, maintenance areas and vehicle storage were also described in detail. These areas included:

- Shared division workshop
- Water Shop
- Parks and Beaches/Carpenter Shop
- Natural Resources/Harbor Master
- Sign shop
- Vehicle maintenance bays
Welding bay workshop
- Hose shop
- Fluid storage room
- Mechanic’s office
- Mechanic’s reference area
- Small equipment maintenance shop
- Tire storage
- Special tool storage
- Compressor room
- Wash bay
- Wash bay equipment room
- DPW vehicle storage
- Small equipment storage
- Secured tool crib
- Cold material storage building

**Department Layout:**

Individual space plans for each department with furniture and equipment was also provided in detail. The room sizes, equipment and furniture locations, clearances between equipment were provided in detail all of which is acceptable except for the work force lunch room and training room will require a second means of egress directly to the exterior if there are fifty (50) or more occupants in the space.

The vehicle repair bay and highway workshop will require an eyewash conveniently located for the mechanics.

**Schematic Plan Review:**

The following schematic plan review is based on the space needs assessment for the individual space verses the spaces shown on the schematic plan date 08 December 2015.

**Sheets 1 and 2 for the Space Needs Assessment (SNA) included:**

Sheet 1 shows the Service Vestibule/Waiting/Reception Area (Highway Water) seems to have been combined with the services public counter area (Highway Water Dept.)

*Comment:* The modified plan seems to work very well with the amount of visitors expected throughout the year.

Sheet 2 shows the public toilet facilities showed individual accessible men’s and women’s toilets. The schematic plan shows one (1) unisex accessible toilet

*Comment:* The unisex toilet shows two doors into the toilet. One door should be eliminated for security. The unisex HP toilet should be adequate.
Sheet 2 shows the Parks and Beaches Public Counter Area shown on the space needs assessment (SNA) was combined with the Parks and Beaches reception on the schematic.

Comment: The areas shown on the SNA were 263 SF and were increased to 320 SF on the schematic plans.

Comment: The schematic design layout seems to work more appropriately for visitors.

Sheet 2 shows the Video Room shown on the SNA layout was 300 SF. The Video Room shown on the schematic plan is 165 SF.

Comment: The area is close to half the size of the area shown on the SNA. The reduction could be for budgetary concerns.

Sheets 3, 4, 5, 6 & 7 (SNA):

Sheet 3 shows an open space Administrative Area of 1,732 SF. The schematic plan shows the open area to be 512 SF.

Comment: The space may have been reduced due to budgetary concern.

Sheet 4 shows the DPW Directors Office at 180 SF, the schematic plans show the space at 216 SF. The SNA shows the Operations Manager's Office at 144 SF, the schematic plan shows it at 120 SF. The SNA shows the Tree Warden Office at 144 SF, the schematic plan shows it at 132 SF. The SNA shows the Office Manager's Office at 144 SF, the schematic plans show it at 144SF.

Sheet 4 shows the Recreational Management Office at 180 SF. The schematic plan shows it at 130 SF. The SNA shows the Water Secured Field Equipment at 120 SF. The schematic plan shows it at 160 SF.

Comment: The spaces when combined in area are 10 SF more than the SNA areas. The minimum amount of increase should have no impact on the overall building area.

Sheet 6 shows the Water Superintendent's Office at 144 SF, the schematic plans show it at 120 SF. The Assistant Water Superintendent's Office is shown at 144 SF; the schematic plan shows it at 110 SF. The Natural Resources Manager Harbor Master's office is at 144, the schematic plan shows it at 144 SF. The SNA combined the Natural Resource Manager/Harbor Master. It was not noted on the schematic plan, however the schematic plan shows a 120 SF Assistant Natural Resource Manager for two people.

Comment: The area difference between the SNA and schematic plan is insignificant.

Sheet 7 shows the Copy-File-Mail area at 450 SF. The schematic plan shows it at 300 SF. The Active File Storage area is shown at 196 SF; the schematic plan shows it at
144 SF. The Archive File Storage area is shown at 196 SF. The schematic design plan shows it at 140 SF.

Comment: The areas for each of these spaces may have been reduced due to budget concerns.

Sheets 9, 10, 11, 12, 13 & 14 (SNA):

Sheet 9 shows the Supply Closet at 120 SF, the schematic plan eliminated the supply closet. The Janitor’s Closet is shown at 36 SF, the schematic plan shows it at 56 SF. The General Storage is shown at 24 SF, the schematic plan shows it at 16 SF. The Telephone Data Room is 100 SF, the schematic plan shows it at 80 SF. The Administration Toilet Facilities are 96 SF.

Comment: The reduction for the room area was the result of early program inclusions that were eliminated in the progress of the building plans development.

Sheet 10 shows the Male Locker/Shower/Toilet at 1260 SF. The schematic plan shows it at 720 SF. The lockers were noted as 42 double lockers and 14 single lockers. The schematic plan shows 52 single lockers.

Comment: The reduction for the room area and locker count was the result of early program inclusions that were eliminated in the progress of the building plans development.

Sheet 11 shows the Female Locker/Shower/Toilet area at 598 SF. The schematic plan shows it at 220 SF. The lockers were noted as 10 double lockers and 6 single lockers. The schematic plan shows 3 single lockers.

Comment: The reduction for the room area and locker count was the result of early program inclusions that were eliminated in the progress of the building plans development.

Sheet 12 shows the Work Force Lunch Room/Training Room at 750 SF. The schematic plan shows it at 1,040 SF. SNA plan provided fifty-one (51) seats. The schematic plan provides 40 seats.

Comment: The square footage of the space shown on the schematic plan could easily support over 50 people thus a second means of egress directly to the exterior would have to be provided.

Sheet 13 shows a Cot Storage Room of 100 SF and a Quiet Room of 400 SF. The schematic plan does not show either space.

Comment: The elimination of the spaces may have been eliminated due to budget concerns.
Sheet 14 shows the Storm Event Room/Dispatch at 400 SF, the schematic plan shows it at 231 SF. The Shared Foreman Office is 384 SF, the schematic plan shows it at 200 SF. The Storm Event/Dispatch showed seating for twenty people. The schematic plan shows no seating. The Shared Foreman Office shows seating work space areas for six people. The schematic plan shows work space areas for four people.

Comment: The reduction in work spaces and seating in the Shared Foreman Office is due to the reduction of employee occupancy.

Sheets 15, 16, 17, 18, 19, 20, 21, 22, & 23 (SNA):

Sheet 15 shows the Field Gear Storage area at 100 SF, the schematic plan shows no field gear storage room. The Plumbing/Fire Protection room is at 192 SF, the schematic plan shows the Plumbing/Fire Protection room at 72 SF. Two electric rooms are at 200 SF and one at 80 SF. The schematic plan shows no electric room.

Comment: The electric room was confirmed to be located in the mezzanine.

Sheet 16 shows the Sign Shop at 850 SF, the schematic plan shows the sign shop at 330 SF. The Water Secured Material Storage at 225 SF, the schematic plan shows it at 150 SF.

Comment: The reduction in these spaces may be a budget concern.

Sheet 17 shows the General Workforce/Meter Testing at 1,280 SF. The schematic plan shows it at 690 SF.

Comment: The drastic deduction in the area size needs to be addressed.

Sheet no. 18 shows the Highway Workshop at 600 SF. The schematic plan shows it at 1,100 SF.

Comment: The increase of the Highway Workshop seems to be the result of the inclusion of the Park Shop.

Sheet no. 19 empty.

Sheet no. 20 shows the Parks and Beaches Workshop (carpentry) at 1,600 SF. The schematic plan shows the Parks and Beaches workshop being combined with the Highway Work Shop.

Comment: Inclusion seems reasonable.

Sheet no. 21 shows the Tree Shop at 200 SF. The schematic plan shows it at 140 SF. The shared General Workshop/Material Storage is shown at 600 SF, the schematic plan Park Storage Room is shown at 784 SF.

Comment: The assumption is the Park Storage Room on the schematic plan was originally the Shared General Workshop/Material storage on the
Highway and Parks shop was converted to the Shared/General Workforce/Materials Storage. This assumption needs to be confirmed.

Sheet no. 22 shows the Natural Resources Shop/ Harbor Master at 600 SF, the schematic plan shows it at 864 SF.

*Comment:* The increase in space seems to accommodate other activities in this space.

Sheet no. 23 shows the Maintenance Fluid Storage Room at 288 SF. The schematic plan shows it at 256 SF.

*Comment:* The minor reduction in area may be due to budget concerns.

**Sheets 24, 25, 26, 27, 28, 29, 30 & 31 (SNA):**

Sheet no. 24 shows the Heavy Equipment bays at 3630 SF. The schematic plan shows it at 3172 SF.

*Comment:* The minor reduction in area may be due to budget concerns.

Sheet no. 25 shows the Hydraulic Workshop at 180 SF. The schematic plan shows it at 72 SF. The Mechanic's Office is shown at 144 SF, the schematic plan shows it at 160 SF. The Maintenance Reference Room is at 120 SF. The schematic plan shows no Maintenance Reference Room.

*Comment:* The elimination of the Maintenance Reference Room needs to be addressed.

Sheet 26 shows the Small Engine Workshop at 216 SF. The schematic plan shows it at 162 SF. The Large Tool Storage Area is 400 SF. The schematic plan shows no area for the Large Tool Storage Area.

*Comment:* The elimination of the Large Tool Storage Area needs to be addressed.

Sheet 27 shows the Maintenance Tire Storage at 600 SF. The tire storage area was confirmed to be located on the mezzanine.

*Comment:* Materials handling was confirmed to be by mechanical lift.

Sheet 28 shows the Parks Storage Room at 1024 SF. The schematic plan shows it at 784 SF.

*Comment:* The reduction in area may be due to budget concerns.

Sheet 29 shows the Maintenance Unisex Locker/Shower/Toilet at 240 SF. The schematic plan shows it at 100 SF.
Comment: The reduction in SF footage may be due to budget concerns.

Sheet 30 shows the Wash Bay at 1,375 SF. The schematic plan shows it at 1320 SF. The Wash Bay Equipment Room is at 100 SF. The schematic plan shows it at 112 SF.

Comment: The Wash Bay Equipment Room size needs to be confirmed with the Wash Bay Equipment Supplier. The wash water purification tanks are not shown on the site plan however they were confirmed to be located at the exterior of the building.

Sheet no. 31 shows the Large Vehicle Storage Room at 26,125 SF. The schematic plan shows it at 17,300 SF. The SNA plan shows storage for 33 vehicles.

Comment: Confirm vehicles can maneuver properly within the space.

Toilet Fixture Count Review:

The toilet fixture count for the 7,600 SF Administration area is as follows.

Calculation for the water closets and lavatories are based on 100 SF/person. The Parking Garage, Mechanics area is 300 SF per person.

88 people require 1 water closet for 20 women and 1 water closet for 25 men. Urinals in men's rooms add 50% to the count for men.

The calculations for each space use are as follows:

Administrative Area (7,600 SF)

\[
\frac{7,600 \text{ SF (Gross Area)}}{100 \text{ SF/Person}} = 76 \text{ Occupants}
\]

Toilet fixtures required by the plumbing code:

38 men will require:
   2.0 Water Closets
   2.0 Lavs
   .0 Urinals

38 women will require:
   3.0 Water Closets
   2.0 Lavs

Maintenance, Storage and Repair Shops (18,600 SF)

18,600 SF (Gross area including mezzanines)
18,600 SF (Gross Area) \[ \frac{93 \text{ Occupants}}{200 \text{ SF/Person}} \]

Total fixtures required by plumbing code:

47 men will require:
- 2.2 Water Closets
- 2.5 Urinals
- 2.0 Lavs
- 2.0 Showers

47 women will require:
- 3.0 Water Closets
- 2.0 Lavatories
- 3.0 Showers

**Total Fixtures Required:**

<table>
<thead>
<tr>
<th>Men:</th>
<th>Women:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2 Water Closets</td>
<td>6.0 Water Closets</td>
</tr>
<tr>
<td>4.0 Lavatories</td>
<td>4.0 Lavatories</td>
</tr>
<tr>
<td>2.5 Urinals</td>
<td>3.0 Showers</td>
</tr>
<tr>
<td>2.0 Showers</td>
<td></td>
</tr>
</tbody>
</table>

Provided in the schematic design:

<table>
<thead>
<tr>
<th>Men:</th>
<th>Women:</th>
</tr>
</thead>
<tbody>
<tr>
<td>*3.5 Water Closets</td>
<td>*3.0 Water Closets</td>
</tr>
<tr>
<td>*5.0 Lavatories</td>
<td>*3.0 Lavatories</td>
</tr>
<tr>
<td>1.0 Urinals</td>
<td>1.0 Showers</td>
</tr>
<tr>
<td>2.0 Showers</td>
<td></td>
</tr>
</tbody>
</table>

*Includes Unisex toilet and Unisex Lockers/Toilet fixtures.

**Comments:** The above occupancy load does not include the vehicle storage space.

The total occupancy load calculated for each occupancy type cannot exceed the required fixtures for these spaces, thus the quantity of toilet fixtures will need to be increased. However, the IBC Section 1004 allows the building inspector to grant the occupancy load to be based on the program load. The relief would be required to allow the toilet fixtures shown on the schematic plan, which are 30% less than required, based on the following:

169 person occupancy based on sq. ft. calculation verses 119± program occupancy load (including visitors) is roughly a 30% reduction in fixture count. This will need to be confirmed with Weston & Sampson.
Means of Egress Review

There are no spaces in the building that are further than 300' (for sprinkled buildings) from an exit way discharge door.

Exit door width capacity:

- The exit way discharge doors based on the square foot occupancy load requires the following doors and widths. The door width is based on 36”.

  The calculation is as follows:
  36’/.20 = 180 occupants.
  The building has 12 36” wide doors thus these can serve an occupancy load of 2160 people.
  Exit way stairs (stairs to the mezzanine) cannot exceed 12’-0” without a landing

Building area for types of construction, based on type of construction:

52 – Storage (vehicle parking) = 39,000 SF
B – Business (admin. Areas) = unlimited
1 – Industrial (shops and repair) = 55,000 SF

Comment: The wall separating the shops are for the administration area need to be rated. The rating will depend on the construction type.

Other Comments:
- The stair from the indoor vehicle parking to the mezzanine above was not shown on the schematic drawings.
- There were no narratives for the HVAC system, types of construction, fire protection, and exterior materials.
- There seems to be no mechanical room shown on the schematic plans.
- There was no mention of sustainable design, solar energy, life cycle costs and the life expectancy of the building.
- The designer should confirm that the mezzanine with one (1) stair meets code.

Project Costs

The total construction cost estimate from Weston and Sampson was $12,640,000. The most recent construction cost from an independent construction cost estimator is $12,626,556. The cost difference is minimal.
Conclusion:

The building is strategically located on the site to take advantage of vehicle access for visitor and administrative staff and the basic site operations for a DPW facility. The schematic floor plan performs well with the interaction of the in-house departments and visitor areas. The study offered enough information to satisfy the program requirements, meets handicap accessibility, and zoning regulations.

Attachments:

Executive Summary
Space Needs Assessment
Space Needs Summary
Planning Options
Schematic Site Plan
Schematic Building Plan
EXECUTIVE SUMMARY

The Town of Orleans, acting through its Town Administrator, commissioned Weston and Sampson to undertake a Needs Assessment and Planning Study for a new centralized DPW / NR facility. The scope of investigation included an assessment of existing properties and facilities, a facility space needs assessment, conceptual planning and development of probable cost estimates of the new facility, and a fee for continued designer services.

The Town recently reorganized its management structure to form a centralized Department of Public Works & Natural Resources. A key goal of this change was to centralize the various Town departments which maintain and operate public infrastructure, allowing for significantly improved operations management, and cross utilization of personnel, equipment and assets. A staff of 37 Technicians, 6 Administrative Staff and 8 Managers execute the work of the previous departments of Water, Highway, Tree, Vehicle Maintenance, Parks & Grounds, Recreation, Natural Resources (Harbormaster and Beaches), Facilities Management, Fuel Management, Solid Waste and possibly a future Sewer Dept. Currently, the staff and resources that now are included in DPW / NR / NR are distributed among the following properties:

- 18 Bay Ridge Lane – Existing Highway, Tree, Parks & Grounds, Vehicle Maintenance and Natural Resources Storage
- Overland Way – Septage Compost Facility (a.k.a.24 Salty Ridge and 25 Oak Ridge)
- 90 South Orleans Road – Harbormaster’s Office and Fuel Island, co-located at Police Station
- 292 South Orleans Road – Water Department Garage
- 350 South Orleans Road – Water Department Treatment Facility
- 19 School Road – Water Administration,
- 19 School Street – Facilities Management,
- 139 Main Street – DPW / NR Administration and Recreation Office (Upper floor), and Beach and Transfer Station Sticker Sales (lower floor),
- 56 Lots Hollow Way – Transfer Station,
- Giddiah Hill Road – Highway storage buildings.

After an iterative space needs assessment process, Weston & Sampson has concluded that a new Public Works & Natural Resources Facility to support the Town’s needs for the foreseeable future should include an enclosed, heated building of approximately 45,400 gross square feet, a sand/salt storage building of approximately 2,400 square feet, outdoor storage for various bulk materials (e.g. salt, sand, loam, gravel, road grindings, etc.), plus enclosed cold storage for equipment and materials, all located on a site(s) of approximately 10 acres in size.

Weston & Sampson then applied the final version of the space needs to develop conceptual layouts for use of the Giddiah Hill Road site, the Bay Ridge Lane site and the Overland Way site. The other Town-owned sites listed about were deemed not suitable for location of the new DPW / NR Facility, or were considered better used for other Town purposes. Initial schemes placed the majority of office / shop space at Giddiah Hill Road, bulk materials at the Bay Ridge Land, and cold storage at Overland Way. Subsequently it was recommended that the Overland Way parcel should not be utilized. The succeeding versions of the concept plans moved outdoor bulk material storage to a portion of the current Transfer Station site, and limited the use of Bay Ridge Lane to a cold storage building.

Weston & Sampson then prepared a Conceptual Level Development Budget for a three phase execution of the DPW / NR&NR facility project: Phase One - $5.0M; Phase Two - $7.6M, and Phase Three - $7.2M.
### Administrative Office & Office Support Areas

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Name of Space</th>
<th>General Description of Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vestibule / Waiting / Reception Area</td>
<td>Air lock, seating area, counter area for public interaction with Water or Highway Department administration staff. Counter to have open shelving on office side and to be ADA-compliant. Provide computer work station for administrative staff on counter. Public entry area to have ADA-compliant toilets for public use.</td>
</tr>
<tr>
<td>2</td>
<td>Permitting Customer Service Counter</td>
<td>Large counter area for three (3) staff to support providing Town sticker permits to residents.</td>
</tr>
<tr>
<td>3</td>
<td>DPW Administration (Open Office Workstations)</td>
<td>Work area for two (2) staff members (Highway Clerk and Water Clerk. Arrange work areas to provide secondary coverage of front counter area(s).</td>
</tr>
<tr>
<td>4</td>
<td>DPW Director (Office)</td>
<td>Desk work area, support furnishings, seating for up to 2 visitors, and small meeting area. Proximity to Administrative Conference Room, Natural Resources Manager, Public Works Operations Manager, Water Superintendent and Building / Facilities Manager.</td>
</tr>
<tr>
<td>5</td>
<td>Small Conference Room/ Plan Review Room</td>
<td>Provide table &amp; seating to accommodate 4-people.</td>
</tr>
<tr>
<td>6</td>
<td>Water Superintendent (Office)</td>
<td>Desk work area, support furnishings, seating for up to 2 visitors, and small meeting area. Office to provide visual/adjacency connection w/ Assistant Water Superintendent.</td>
</tr>
<tr>
<td>7</td>
<td>Public Works Operations Manager (Office)</td>
<td>Desk work area, support furnishings, seating for up to 2 visitors, and small meeting area. Proximity to Water Superintendent.</td>
</tr>
<tr>
<td>8</td>
<td>Assistant Water Superintendent (Office)</td>
<td>Desk work area, support furnishings, seating for up to 2 visitors, and small meeting area. Proximity to Water Superintendent.</td>
</tr>
<tr>
<td>9</td>
<td>Natural Resources Manager / Harbormaster (Office)</td>
<td>Desk work area, support furnishings, seating for up to 2 visitors, and small meeting area. Provide area for radio charging stations (6+/- portable radio units)</td>
</tr>
<tr>
<td>10</td>
<td>Buildings and Facilities Manager (Office)</td>
<td>Desk work area, support furnishings, seating for up to 2 visitors, and small meeting area. (Mtg w/ contractors)</td>
</tr>
<tr>
<td>No.</td>
<td>Area Description</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>11</td>
<td>Tree Warden (Office)</td>
<td>Desk work area, support furnishings, seating for up to 2 visitors, and small meeting area. (Meeting w/ interns)</td>
</tr>
<tr>
<td>12</td>
<td>Office Manager (Office)</td>
<td>Desk work area, support furnishings. Active file storage requirements. Adjacent to / oversight (via window) of sticker sales customer service functions. Oversight (via window) of DPW admin. area to facilitate “back-stopping”.</td>
</tr>
<tr>
<td>13</td>
<td>Recreation Manager (Office)</td>
<td>Desk work area, support furnishings. Meeting area / seating for one (1) intern. Storage area / closet for team uniforms.</td>
</tr>
<tr>
<td>14</td>
<td>Sewer Superintendent (Office)*</td>
<td>*Future office</td>
</tr>
<tr>
<td>15</td>
<td>Large Conference Room</td>
<td>Provide table &amp; seating to accommodate 8-people (similar to Tonset Room @ Town Hall). Amenities to include cable TV and overhead projection system for presentations.</td>
</tr>
<tr>
<td></td>
<td><strong>Administration Support Spaces</strong></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Copy / Scan / File / Mail Area</td>
<td>Counter area, shelving below countertop for consumables storage, small format copy/scan/fax machine, and layout table. Near public counter / Administration.</td>
</tr>
<tr>
<td>18</td>
<td>Layout Area / Plotter / Scanner Rm.</td>
<td>Associated function with Water Department Map Room and active file storage. Océ large format scanner / copier / Plotter. Near public counter / Administration.</td>
</tr>
<tr>
<td>19</td>
<td>Supply Closet / Secured Field Equipment</td>
<td>Shelving for general supply storage. Lockable door. Locate near administration support personnel and engineering staff. Sized to allow space to be converted into a usable office area. Hanging area for engineering rain gear. Adjacent mud room entrance. Could be combined with Foreman’s secured storage.</td>
</tr>
<tr>
<td>20</td>
<td>Parks &amp; Beaches Archive File Storage / Vault</td>
<td>File storage for vertical file cabinets, Active and archive files and permit sticker storage. This could include room for safe.</td>
</tr>
<tr>
<td>21</td>
<td>Video Room</td>
<td>Area for seating up to 6 people for viewing informational video, related to Permitting customer service functions.</td>
</tr>
<tr>
<td>22</td>
<td>Water Department Map Room / Active File Storage</td>
<td>File storage equipment for rolled historical town maps &amp; documents &amp; bankers boxes, to house records currently located in Town Hall vault.</td>
</tr>
<tr>
<td>23</td>
<td>Telephone / Data Room</td>
<td>Telephone and network demarcation location. Provide space for security monitoring equipment. Provide separate HVAC component for equipment loads.</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>24</td>
<td>Office Closets</td>
<td>Small coat and secured material storage closet off adjacent to open office areas.</td>
</tr>
<tr>
<td>25</td>
<td>General Closet</td>
<td>Closet for coats, locate near main entry.</td>
</tr>
<tr>
<td>26</td>
<td>Janitor Closet</td>
<td>Floor mop sink, area for 2’ deep heavy duty shelving for supplies.</td>
</tr>
<tr>
<td>27</td>
<td>Administration Break Room</td>
<td>Small administration break room with counter, sink, cabinets, refrigerator</td>
</tr>
<tr>
<td>28</td>
<td>Administration Toilet Facilities</td>
<td>Men’s &amp; Women’s single fixture, ADA compliant toilet, locate for administration use only (separate from public).</td>
</tr>
</tbody>
</table>

**Employee Facilities:**

*Field Operations, (Water / Highway / Vehicle Maintenance / Parks & Beaches / Transfer Station / Tree / Natural Resources / Buildings and Facilities / Recreation / Sewer)*

<table>
<thead>
<tr>
<th>29</th>
<th>Male &amp; Female Locker/Shower/Toilet</th>
<th>Standard toilet, urinal, and sink configurations. Provide fixture &amp; locker counts required for anticipated future department growth and potential future Sewer Department field staff. Provide large half size sink in male facilities. Recommended locker size shall be 18” wide x 18” deep. Lockers provided for full &amp; part time Managers/ Foremen/ Field Staff. ½-size lockers, or 12” width lockers for seasonal staff, (or full-size, as space allows):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water:</td>
<td>7 (1 Seasonal)</td>
</tr>
<tr>
<td></td>
<td>Highway:</td>
<td>7 (1 Seasonal)</td>
</tr>
<tr>
<td></td>
<td>Maintenance:</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Parks &amp; Beaches:</td>
<td>6 (6 Seasonal)</td>
</tr>
<tr>
<td></td>
<td>Transfer:</td>
<td>4 (1 Seasonal)</td>
</tr>
<tr>
<td></td>
<td>Tree:</td>
<td>1 (1 Seasonal)</td>
</tr>
<tr>
<td></td>
<td>Natural Resources:</td>
<td>4 (2 Seasonal)</td>
</tr>
<tr>
<td></td>
<td>Buildings and Facilities:</td>
<td>4 (2 Seasonal)</td>
</tr>
<tr>
<td></td>
<td>Recreation:</td>
<td>1 (1 Seasonal)</td>
</tr>
<tr>
<td></td>
<td>Sewer:</td>
<td>6 (1 Seasonal)</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>43 16 Seasonal</td>
</tr>
</tbody>
</table>

For Locker Room layouts the following locker breakdown to be used for planning purposes:

- Men: 42 Full 14 Seasonal
- Women: 10 Full 6 Seasonal
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Plumbing fixture counts to be provided for planning purposes: Men: 2 Toilets, 2 Urinals, 2 Lav’s, 2 Showers Women: 1 Toilets, 2 Lav’s, 1 Shower</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Area for Wet Gear. Space for uniform pickup/dropoff, as necessary. Currently Town departments have uniform service</td>
</tr>
<tr>
<td>30</td>
<td>Multipurpose Room: Muster / Training Room / Lunchroom</td>
<td>Large meeting room to be utilized for the field staff to gather in the morning for daily work assignments. Flexible space that can be set up for large meetings, staff training, and rest area for extended storm events. Room to be sized for a minimum of 40-50 personnel, Provide time clock provisions. Provide cable TV provisions for storm event tracking, overhead projector &amp; screen, and “smartboard”. Space to be equipped with dedicated bulletin board area.</td>
</tr>
<tr>
<td>31</td>
<td>Kitchen Facilities</td>
<td>Space to be included within, or adjacent to, Muster/ Training Room. Space to be equipped with counter and sink area. Counter to be sized for under-cabinet and countertop microwave ovens. Provide commercial size refrigerator/freezer. Sink to be commercial-sized deep sink. Include range, coffee machine, space for vending machines.</td>
</tr>
<tr>
<td>32</td>
<td>Dispatch Office</td>
<td>Office/ space setup for one Highway storm event operations. Office to have counter space or transaction window for contractor check-in / assignments. Provide standard office furnishings. Space to be set up to accommodate SCADA communication, or GPS &amp; data system equipment. Proximity to/ adjacent to Foremen’s Office/ Muster room. (30-35 Contract plowers)</td>
</tr>
<tr>
<td>33</td>
<td>Shared Foremen’s Office Area</td>
<td>Desk work areas for six (6), support furnishings, seating for up to 2 visitors, closet. Locate near lunch room and near administration area. Provide cable TV provisions for storm event tracking. Foremen spaces included: Water Foreman: 1 Highway General Foreman: 1 Parks &amp; Beaches Foreman: 1 Sewer Foreman (future): 1 Assistant Harbormasters: 2</td>
</tr>
<tr>
<td></td>
<td><strong>Field Gear/ Equipment Storage</strong></td>
<td>Storage room for field equipment/ supplies (hard hats, vests, rain gear, gloves, boots), accessed by Foremen.</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>35</td>
<td><strong>Electric / Plumbing Rooms</strong></td>
<td>Provisions for separate electric and plumbing rooms. Provide secondary electric rooms for emergency generator and high demand load areas such as maintenance.</td>
</tr>
<tr>
<td>36</td>
<td><strong>Sprinkler room</strong></td>
<td>New facility to be fully-sprinklered, with dedicated sprinkler control room, located on exterior wall of building for Fire Department access</td>
</tr>
</tbody>
</table>

**Work Shops & Material Storage**

<p>| 37 | <strong>Shared Division Workshop</strong>    | Shared workshop sized to accommodate 1-ton vehicle with material lay-down/staging area (minimum 10’ x 10’). Staging area to be located adjacent to a work shop/bench area. Area to be set up with a separate small engine repair area. Space to include separate secured caged areas for: Highway Tree Warden Building and Facilities Recreation Cages to be set up for bulk floor storage and heavy duty shelving storage. Tree Warden to have 12’-0” L. workbench area for maintenance/sharpening of saws. Caged storage space sufficient for (8) chainsaws and (3) pole saws, miscellaneous climbing equipment, weed-wackers, Leaf blowers Buildings and Facilities building maintenance/ janitorial supply storage. Recreation line equipment/ general supply storage. |
| 38 | <strong>Water Shop</strong>                  | Workbench, area for drill press, small equipment repair. Specialty tool storage area, large open-end wrenches. Meter test bench area to be included. Secured “Brass Room” storage for brass fitting and meters that have brass parts. Storage for miscellaneous equipment: hoses, pumps, hydrant flags, road signs, hydrant parts. (Hydrants will continue to be stored outside). Small parts storage. Bay to be equipped with compressed air. |
| 39 | <strong>Park &amp; Beaches / Carpentry Shop</strong> | Workshop with overhead door access. Equipment to include table saw, chop saw, drill press, band saw, bench top wood |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>working tools, and assembly table area. Bay to be equipped with monorail for bulk material handling. Bay to be equipped with a staging area for loading / unloading (minimum 15’ x 15’). Bay to be equipped with compressed air. Small parts and equipment storage. Bay to be equipped with small equipment/ engine repair platform lift. (2) Flammable storage cabinets for paint, chemicals. Storage for hand tools equipment: shovels, ladders, chainsaws, pole saws, ropes. Palette storage of fertilizer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Natural Resources / Harbormaster</td>
<td>Workbench area for maintenance of small equipment. Storage area to be adequate for survival suits, wader boots, ropes/lines, boat supplies/ equipment, specialty rescue gear and equipment. Enclosed room or cabinet for Gerry-jug fuel storage and secured storage for compressed air-filled scuba tanks. Rack storage for rescue boards.</td>
</tr>
<tr>
<td>41</td>
<td>Sign Shop</td>
<td>Space with workbench to assemble signs. Rack storage for new &amp; used signs. Area to be included for tool &amp; supply storage. Potentially could be combined with, or adjacent to, Shared Shop.</td>
</tr>
</tbody>
</table>

**Vehicle Maintenance**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>Vehicle Maintenance Bays</td>
<td>Minimum of two (2) Heavy Equipment/ Vehicle Repair bays each sized for largest equipment with plow combination and two (2) medium-sized vehicle/ equipment repair bays (for pickups, one-ton dumps, and small equipment repair). Total of 4 Maintenance bays. Bays to be equipped with lubrication overhead distribution reels, overhead tailpipe exhaust system, workbench areas along wall or between bays. All floors to pitch towards overhead doors at front of the bays with trench drains at doors (1% slope preferred). One bay to be equipped with a heavy duty platform lift with rolling jack. One bay with fixed two post lift. Overhead bridge crane, rolling tool boxes, work benches Tire maintenance provided: tire machine and balancer.</td>
</tr>
<tr>
<td>44</td>
<td>Welding Bay Workshop</td>
<td>Large enough to pull vehicle plow into, include welding bench with exhaust hood. Provide provisions in nearby space for welding stock. Provide fixed welding trunk extraction system with 24’ extension arm. Floor mounted anchor points installed into adjacent large bay for frame straightening and large</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td></td>
<td>equipment welding operations. Code-compliant storage of tanks (3 gases).</td>
<td></td>
</tr>
<tr>
<td>45 Hose shop</td>
<td>Fabrication/assembly of hydraulic hoses, hose and clamps, parts and specialty tool storage.</td>
<td></td>
</tr>
</tbody>
</table>
| 46 Fluid Storage Room | Bulk tank and drum storage, wall mounted pumps, closed fluid distribution system, located on exterior wall for fluid delivery and removal, outside containment port for fluid removal and delivery, compressor. Room to be set up for  
- (1) 55 gallon drum hydraulic fluid  
- (1) 55 gallon drum 5w15 motor oil  
- (1) 55 gallon drum 15w40 motor oil  
- (10) one-gallon containers antifreeze  
- (10) one-gallon containers windshield washer fluid  
- 250 gallon bulk waste oil tank |
| 47 Mechanic’s Office | Desk work area, reference area, and closet. |
| 48 Mechanic’s Reference Area | Area for catalogues & repair manuals and small computer workstation. |
| 49 Small Equipment Maintenance Workshop | Workshop located off the end of a maintenance bay for use as a small parts maintenance area with floor mounted platform lift – i.e. small equipment/ vehicle repair. Space to be open or separated |
| 50 Tire Storage | Tire storage for pre-mounted DPW tires, (approximately 50 tires currently stored). |
| 51 Parts Storage | Light duty shelving, heavy duty shelving, wall storage, and floor storage for parts. |
| 52 Specialty Tool Storage | Small secured area for tools. |
| 53 Compressor Room | Sound and ventilation considerations to locate compressor in enclosed space |

**Vehicle Wash**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>54 Wash Bay</td>
<td>Hand pressure wash system with spray nozzle/ wand and hose reel and festoon system. Wash bay to have galvanized steel catwalk for access to top of vehicles and truck beds. Provide high flow water lines, deep sump for excessive solids generated during washing, accessory attachment for undercarriage wash capabilities. Wash bay to be located adjacent/ in proximity to Vehicle Maintenance bays and/ or Vehicle Storage.</td>
</tr>
<tr>
<td>55</td>
<td>Wash Bay Equipment Room</td>
</tr>
<tr>
<td>----</td>
<td>------------------------</td>
</tr>
<tr>
<td>56</td>
<td>Exterior Knockdown Pad</td>
</tr>
</tbody>
</table>

### Vehicle & Equipment Storage

| 57 | DPW Vehicle Storage | Storage of large, medium, and small vehicles. Space to be set up for angled parking with center drive through aisle is a preferred option. As dictated by site constraints, possible pull-in/pull-out vehicle storage bays to be considered. Each space to accommodate a vehicle with a plow. Provide area for small equipment storage (noted below)

Area to be provided for two trailered patrol boats and trailered rigid inflatable boat for efficient, unobstructed access and egress from storage space.

Total of 40 current large vehicle parking spaces required, as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW Admin</td>
<td>4</td>
</tr>
<tr>
<td>Water</td>
<td>10</td>
</tr>
<tr>
<td>Highway</td>
<td>14</td>
</tr>
<tr>
<td>Parks &amp; Beaches</td>
<td>7</td>
</tr>
<tr>
<td>Harbormaster</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

Potential Additional:

<table>
<thead>
<tr>
<th>Category</th>
<th>Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW Admin</td>
<td>-</td>
</tr>
<tr>
<td>Water</td>
<td>-</td>
</tr>
<tr>
<td>Highway</td>
<td>1</td>
</tr>
<tr>
<td>Parks &amp; Beaches</td>
<td>1</td>
</tr>
<tr>
<td>Harbormaster</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

Total of 20 plows

<table>
<thead>
<tr>
<th>58</th>
<th>Small Equipment Storage</th>
<th>Storage area to be provided for miscellaneous equipment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- Sweeper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Roadside mower</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Skid steers (4)</td>
</tr>
</tbody>
</table>
### Orleans DPW & NR

**Space Needs Assessment**

Updated 26 March 2014 rev 35/Jan15

| 59 | Secured Tool Crib | Storage crib in vehicle and equipment storage area, divided into two sections (Parks & Beaches), and Highway Department to accommodate storage of small hand tools – shovels, weed whackers, brooms, etc. Crib to be secured by wire mesh partition or other means with a 3’ wide swing gate. Provide dedicate parking space to allow loading and unloading without impacting interior circulation. Associated mezzanine space used for additional storage requirements |

| 61 | Material Storage Building | Interior, unheated storage for off-season equipment and vehicles. |

| 62 | Lean-To Canopy | Open lean-to canopy for covered storage of materials, equipment and/or vehicles that are not enclosed. Height of canopy to permit large dump truck access (Similar to covered area currently storing Kubota vehicles @ Highway barn) |

### Site Provisions

| 63 | Bulk Material Storage @ DPW Site |

1. Cold patch
2. Hot-mix asphalt (pot hole repairs)
3. ¾” stone – 90 yards
4. 1-1/2” stone – 90 yards
5. Clean sand - 300 yards (3- trailer loads in stock)
6. Loam (currently @ Giddiah Hill site)
7. Catch basin spoils (from Highway Dept.)
8. Excavation spoils (from Water Dept.)
9. Street sweepings (eventually to be located @ Landfill)
| 64 | Salt Storage Shed | New high arch salt storage structure – current shed is undersized. Discussed the possibility of two (2) Salt Sheds to store:
1) Salt and pre-treated salt
2) Sand and sand/salt mix. |
| 65 | Brine Solution Filling Area | (Future) Covered salt brine tanks adjacent to Salt Building. |
| | Harbormaster Equipment Storage | Yard area of approximately 10,000 SF for outside storage of miscellaneous equipment/supplies, including but not limited to the following:
Channel anchors
Cages
Signs
Derelict boats
Buoys |
| 66 | Pipe Storage, Concrete Castings Area | Yard area for large bulk material storage. |
| 67 | Site Security | Perimeter fencing is required to secure the yard operation for site equipment safekeeping, deter public disposal of unwanted items (TV’s etc.), as well as for public safety. Transponder access device installed in each vehicle that would allow access to facility. |
| 68 | Site Dumpster | |
| 69 | Generator | Standby generator to provide sufficient power for fully-operational facility. |
| 70 | Transformer | As required for Electrical Service |

**Off-Site Provisions**

| 71 | Bulk Material Storage @ Landfill Site | Material currently stored:
1. Loam
2. Leaf & brush drop off for composting
3. Wood chips / processed chips |
| 72 | Off-Season Equipment Storage @ Landfill | Currently, Equipment storage shed, material containers, and Tire maintenance building located @ Landfill site |
### Orleans DPW & NR

**Space Needs Assessment**

Updated 26 March 2014 *rev 15/Jan15*

<table>
<thead>
<tr>
<th>73</th>
<th>Water supplies</th>
<th>Material stored at 292 S. Orleans, Well 1 site.</th>
</tr>
</thead>
<tbody>
<tr>
<td>74</td>
<td>Compost Building</td>
<td>Covered, open-sided, pre-engineered metal roofed structure adjacent to Waste Water Treatment plant. Loam &amp; sand currently stored at Compost Bldg. site</td>
</tr>
</tbody>
</table>

#### Vehicle Fueling

<table>
<thead>
<tr>
<th>Vehicle Fuel Island</th>
<th>Accessible by all Town Departments Above-ground tanks: 10,000 gal diesel 10,000 gal gas</th>
</tr>
</thead>
</table>
SERVICES VESTIBULE/WAITING/RECEPTION AREA
(HIGHWAY, WATER
15' x 15' = 225 SF

SERVICES PUBLIC COUNTER AREA
(HIGHWAY, WATER
10' x 15' = 150 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESTON & SAMPSON ENGINEERS, INC.
Scale: 1/8"=1'-0" Sheet 1
PARKS & BEACHES
VESTIBULE/WAITING/RECEPTION AREA
15' x 15' = 225 SF

VIDEO ROOM
15' x 20' = 300 SF

PUBLIC TOILET FACILITIES
16' x 6' = 96 SF

PARKS & BEACHES
PUBLIC COUNTER AREA
10' x 15' = 150 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESTON & Sampson Engineers, Inc.
Scale: 1/8" = 1' - 0"
Sheet: 2
RECEPTION AREA
COUNTER

6' CLR

T3

10' x 10' WORK AREA
4' CLR

T3

10' x 10' WORK AREA

T3

10' x 10' WORK AREA

T3

10' x 10' WORK AREA

T3

FILE CABINET

BOOKCASE

33' - 0"

54'-0"

ADMINISTRATION AREA
33' x 54' = 1782 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESTON & SAMPSON ENGINEERS, INC.
Scale: 1/8"=1'-0"
Sheet 3
RECREATIONAL MANAGER
12' x 15' = 180 SF

WATER SECURED
FIELD EQUIPMENT
10' x 12' = 120 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESTON & SAMPSON ENGINEERS, INC.
WATER SUPERINTENDENT
12' x 12' = 144 SF

ASSISTANT WATER SUPERINTENDENT
12' x 12' = 144 SF

NATURAL RESOURCES MANAGER, HARBORMASTER
12' x 12' = 144 SF

BUILDING AND FACILITIES MANAGER
12' x 12' = 144 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

Scale: 1/8"=1'-0"
Sheet 6

WESTON & Sampson Engineers, Inc.
COPY–FILE–MAIL AREA
15' x 30' = 450 SF

ACTIVE FILE STORAGE
14' x 14' = 196 SF
1. FILE CABINETS
2. HEAVY DUTY SHELVING (1' DEPTH)
3. HEAVY DUTY SHELVING (2' DEPTH)
4. HANGING PLAN FILE
5. LATERAL FILE CABINETS

ARCHIVE FILE STORAGE
14' x 14' = 196 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESTON & SAMPSON ENGINEERS, INC.
FIRE PROOF VAULT
5' x 10' = 50 SF

2' DEEP HEAVY DUTY SHELVING

SMALL CONFERENCE ROOM
10' x 16' = 160 SF

CONFERENCE TABLE

LARGE CONFERENCE ROOM / EMERGENCY OPERATIONS CENTER
16' x 18' = 288 SF

14 SEATS FOR PUBLIC

10 SEATS AT CONFERENCE TABLE

ADMINISTRATION LUNCH ROOM
12' x 15' = 180 SF

REFRIGERATOR
COUNTER W/CABINETS
SINK

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESTON & Sampson Engineers, Inc.
Scale: 1/8"=1'-0" Sheet B
SUPPLY CLOSET
10' x 12' = 120 SF

JANITOR CLOSET
6' x 6' = 36 SF

GENERAL CLOSET
6' x 4' = 24 SF

TELEPHONE/DATA ROOM
10' x 10' = 100 SF

ADMINISTRATION TOILET FACILITIES
16' x 6' = 96 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

Scale: 1/8"=1'-0" Sheet 9
SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

MALE LOCKER/SHOWER/TOILET
28' x 45' = 1,260 SF

WESTON & Sampson Engineers, Inc.

Scale: 1/8"=1'-0"
Sheet 10
FEMALE LOCKER/SHOWER/TOILET
23' x 26' = 598 SF
WORKFORCE KITCHEN AREA
10' x 12' = 120 SF

STOVE
COUNTER W/CABINETS
REFRIGERATOR

VENDING

WORK FORCE LUNCH
ROOM / TRAINING ROOM
25' x 30' = 750 SF

EXTERIOR WALL
W/ WINDOWS

NOTE:
SEATING FOR UP TO 52 PERSONNEL

PERIMETER COUNTER

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESTON & SAMPSON ENGINEERS, INC.
Scale: 1/8"=1'-0" Sheet 12
COT STORAGE
10' x 10' = 100 SF

QUIET ROOM
10' x 40' = 400 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

Scale: 1/8"=1'-0"
Sheet 13
STORM EVENT ROOM / DISPATCH
20' x 20' = 400 SF

SHARED FOREMAN OFFICE
16' x 24' = 384 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESON & SAMPSON ENGINEERS, INC.
WATER GENERAL WORKSHOP/
METER TESTING
32' x 40' = 1280 SF
HIGHWAY WORKSHOP
20' x 30' = 600 SF
EQUIPMENT
1. BOSCH CHOP SAW (MITRE SAW)
2. TABLE SAW
3. BENCH MOUNTED GRINDER
4. PLANER
5. BENCH GRINDER
6. DRILL PRESS
7. BLADE GRINDER
8. BAND SAW
9. 10" TABLE SAW
10. DRILL PRESS
11. DUST COLLECTION SYSTEM
12. MONORAIL W/ HOIST
13. RADIAL ARM SAW
14. TABLE MOUNTED ROUTER
15. SANDER

PARKS & BEACHES WORKSHOP
(CARPENTRY)

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESTON & SAMPSON ENGINEERS, INC.
Scale: 1/8"=1'-0" Sheet 20
TREE WORKSHOP
10' x 20' = 200 S.F.

SHARED GENERAL WORKSHOP /
MATERIAL STORAGE
20' x 30' = 600 SF
HYDRAULIC HOSE WORKSHOP
12’ x 15’ = 180 SF

MAINTENANCE REFERENCE ROOM
12’ x 10’ = 120 SF

Mechanic’s Office
12’ x 12’ = 144 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

Scale: 1/8”=1'-0”
SMALL ENGINE WORKSHOP
12' x 18' = 216 SF

LARGE TOOL STORAGE AREA
20' x 20' = 400 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts
MAINTENANCE TIRE STORAGE
30' x 20' = 600 S.F.
PARTS STORAGE ROOM
32' x 32' = 1024 SF

NOTES:
1. 24" HEAVY DUTY SHELVING
2. SMALL PARTS BIN
3. WALL STORAGE (HANGING HOSES, BELTS, ETC.)
4. BULK FLOOR STORAGE
5. PROVIDE MIN. 1 - 24"x48" SHELF PER VEHICLE
MAINTENANCE UNISEX
LOCKER/SHOWER/TOILET
12' x 20' = 240 SF

COMPRESSOR ROOM
6' x 10' = 60 S.F.

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

Scale: 1/8"=1'-0"
Sheet 29
WASH BAY

WASH BAY: 25' x 55' = 1,375 SF
EQUIPMENT ROOM: 10' x 10' = 100 SF

FLOOR & CATWALK LEVEL

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

Scale: 1/8"=1'-0"
SECURED TPC STORAGE
WIRE MESH PARTITION

SECURED HIGHWAY STORAGE

LARGE VEHICLE STORAGE

SMALL VEHICLE STORAGE

SMALL TOWED AND OTHER EQUIPMENT STORAGE

VEHICLE AND EQUIPMENT STORAGE
95' x 275' = 26125 SF

SPACE NEEDS ASSESSMENT
March 2014
Orleans, Massachusetts

WESTON & SAMPSON ENGINEERS, INC.
Scale: 1"=40'-0" Sheet 31
<table>
<thead>
<tr>
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<th>Description</th>
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