

APPENDICES

APPENDICES

Completed Departmental Questionnaires

Police Department

Fire Department

Public Works Department

Waste Water Utility Department

Recreation Department

Existing Departmental Space Allocations

Proposed Departmental Facility Programs

WV Engineering "Mechanical and Electrical System Report"



Completed Departmental Questionnaires

WELLER & MICHAL ARCHITECTS INC.

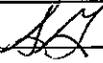


DEPARTMENTAL QUESTIONNAIRE

Weller & Michal Architects Inc. 222 West Street, Keene NH 03431 voice (603) 357-4031 fax (603) 357-9290

Please complete this form as part of a Needs Assessment Study for your department. Thank you

DEPARTMENT NAME Peterborough Police Dept.

PREPARED BY Chief Scott Guinard 

DEPARTMENTAL SIZE

Number of employees requiring facilities/space on site Seventeen

Number of employees typically working off-site Two to four

TYPICAL HOURS OF OPERATION Twenty-four hours a day, seven days a week

Department's Mission:

Please provide a short statement that best describes your department's mission and services provided.

To serve the community, to fairly and impartially enforce the law, to protect life and to safeguard property. To this end, department

resources will be organized, maintained and deployed in a manner consistent with this mission.

Please describe future changes (town growth, additional staff, technology, etc) that you envision will impact your department's mission, how services are delivered, and impact your overall space needs.

With future community growth, additional staffing will be required, which will require additional office/work space. The police and fire department are studying the possibility of a combined 24-hour dispatch position(s) which will require additional equipment, space and personnel.

Work Group Relationships:

List in order of importance the departments, individuals or spaces and their proximity to your department or workgroup. Indicate their required proximity from your workspace in order for you to operate your department in an efficient manner.

Departments and/or Persons	Immediately Adjacent	Nearby	Convenient
<u>Fire and Ambulance</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>
<u>Town administration</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>
<u>Public Works</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>

Overall Group Requirements:

Please complete the following questions noting applicable items and information requested.

Work Flow and Interactions

Outside public visitors each day, usual 10 maximum 20

Other department/town employees who visit your department: each day 5 (or each week 25)

Staff meetings usually involve how many staff? 4 to 15

Do you conduct meetings involving the public or outside visitors? Yes (yes or no)

Meetings involving the public or outside visitors involve how many people? 10 to 30

Meetings use what types of visual aids? Video, overheads, Power Point

Meeting Spaces

In your current operation do you use/need private conference rooms? Yes

Number of Seats you require in each room used for conferencing? min. 6 max. 30

In your current operation do you use Open Areas for meetings and/or conferencing? Yes

Quantity of people in these meetings would normally be? 6

Do any conferencing areas require a kitchenette, buffet etc? Please describe No

Support Space

Do you need Public Waiting space? Yes (yes or no)

If so what type or size of space is needed? Waiting room for the public. Public cannot have access to daily operations area without authorization.

Is workspace needed by outside consultants or temporary workers? Yes (yes or no).

If so what type of space is needed? private offices, group space, etc? Please explain Group space:

Press conferences, meeting with representatives from other agencies

What is the maximum number of consultants and temporary workers that need to be accommodated at any one time in your department? Six

Can any of these people share a workspace? Yes

Are there any equipment requirements for these workspaces? Tables, chairs, electrical supply.

Is there need for employee breakroom space within your department? If so, describe Yes

Kitchenette: Table and chairs, refrigerator, sink, microwave, etc.

Equipment

Describe in general terms the essential types of equipment your department uses (PC, printers, scanner, photo copier, etc.) Base radio, computers, printers, telephones, Intoxilyzer, fax,

copier

Are your computers networked? Yes (yes or no) Within department? Yes Within facility? Yes

Does your department share equipment such as network printer copiers, fax, etc with other departments? If so, describe No

Special or Future equipment needs? If so, describe Mobile data terminals in vehicles which will require PC and router inside station

Large Equipment Storage

Describe in general terms large equipment and tools (not vehicles) your department stores for use. _____

Radar trailer, tires, barricades, traffic cones, weapons, ammunition

Office and Miscellaneous Storage

Current "Overall Storage" for this department can best be described as (well, reasonably well, just barely or not well at all) Please be specific Reasonably well. Office supplies, records and uniform supplies are stored in an unfinished attic area which is almost filled to capacity. Traffic barricades, cones and tires are stored in the police garage and outside utility shed.

When completing the following questions please describe "Storage Needs" which will meet your needs 5-10 years into the future

- Do you currently use Letter/Legal Files? Yes (yes or no) If so, quantity and number of drawers? Approximately 600 to 700 letter size files a year. Two later^{er} file drawers per year. Archive records are stored in attic space.

Are these files shared by everyone in the department? If not, list which positions/people need access to them Yes

- Central bound records, reference books or codes? If so, estimate how much space is needed considering future growth Four full-size bookcases

Is this reference material shared by everyone in the department? If not, list which positions/people need access to them Yes

- Shelving for books, binders or catalogues? If so, quantity and number of shelves? Shelving in ten rooms. Two to three shelving units per room.

Are these materials shared by everyone in the department? If not, list which positions/people need access to them Yes

- Special storage needs (engineering plans, computer printouts, oversize or bulky materials?) If so, describe Evidence room, firearms and ammunition (armory), traffic cones, signs and barricades, vehicle tires, impound lot (seized vehicles)

Are these materials shared by everyone in the department? If not, list which positions/people need access to them Yes

Are these materials shared by everyone in the department? If not, list which positions/people need access to them

- Storage for forms/stationary/publications Currently stored in four areas (squad room, records room, conference room and attic space)

Are these materials shared by everyone in the department? If not, list which positions/people need access to them Yes

- Central storage for employee's personal items – lockers, coat closet etc? Locking? Currently using equipment room and inadequate lockers in restrooms.
- Other utility or storage room needs? If so, describe Cell block and prisoner booking area, sally port x 2

Security

Do you have any special security needs? If so, describe Yes: evidence room for selected personnel and overall security prohibiting non-department members.

Communications

Do you have any special communication needs? If so, describe Yes, base station radio and antenna tower. With 24-hour dispatch (police and fire), additional space, equipment and personnel will need to be accommodated. Mobile data terminals will require PC and router.

Parking Requirements

How much on site parking for employee vehicles do you require 18 (maximum), 8 (minimum)

Material Storage

What kinds and quantities of material do you store on site? Are there special environmental protection needs associated with this material (protection from weather, environmental hazards, etc.) _____

Evidence needs to be stored at room temperature and well ventilated.
Weapons and ammunition, dry and at room temperature.
Records, office supplies, uniforms, dry and at room temperature.
Some evidence must be refrigerated in secured area (blood and other fluids).

Vehicle Needs

Please inventory vehicles currently used by your department. Please identify new vehicle expectations, based on current capital planning.

Three marked cruisers, one 4X4, one radar trailer, one unmarked cruiser
and one classic (D.A.R.E.) vehicle.

It is anticipated that an additional marked cruiser will be added to the
fleet within five years as additional shift staffing x 2 is added.

Garage Needs

Please comment on bay size, bay height, door size and type, that you think best serve your needs.

Standard size bays and garage doors will meet our needs.

The department needs the ability to store all five vehicles and trailer.

Additional space will be needed as the fleet grows.

Please comment on special inside functions (such as washing road salt off equipment), that your facility might need to support.

Inside space and water supply for cleaning vehicles (one bay).

Other Comments

Please provide any additional information you believe to have an impact on the overall size and operation of your department. Thank you

As the department adds staffing, additional work space in the squad room or individual offices will be needed. Currently, each individual office is occupied and there are only two work stations in the squad room. Each shift is staffed with two officers and at times three officers.

If and when the department established a 24 hour police/fire dispatch center, additional equipment space will be needed at the dispatch center and a separate office will be needed for a department secretary.

The current police garage is in very poor condition. Keeping the vehicles ice free during inclement weather and protected from vandals when not in use is a necessity.

Our current evidence room and attic space is filled to capacity. Additional space in both areas is needed at this time.

Personnel have recently expressed the desire to have a fitness room where personnel can exercise prior to and after work. The department once had a fitness room but converted it into the squadroom in 1997 because of work space needs.

DEPARTMENTAL QUESTIONNAIRE

Weller & Michal Architects Inc. 222 West Street, Keene NH 03431 voice (603) 357-4031 fax (603) 357-9290

Please complete this form as part of a Needs Assessment Study for your department. Thank you

DEPARTMENT NAME Fire Rescue

PREPARED BY Chief Lenox

DEPARTMENTAL SIZE

Number of employees requiring facilities/space on site 50

Number of employees typically working off-site _____

TYPICAL HOURS OF OPERATION 24/7/365

Department's Mission:

Please provide a short statement that best describes your department's mission and services provided.

Department provides Fire & Rescue for two towns
EMS for 6 towns

Please describe future changes (town growth, additional staff, technology, etc) that you envision will impact your department's mission, how services are delivered, and impact your overall space needs.

Work Group Relationships:

List in order of importance the departments, individuals or spaces and their proximity to your department or workgroup. Indicate their required proximity from your workspace in order for you to operate your department in an efficient manner.

Departments and/or Persons	Immediately Adjacent	Nearby	Convenient
Admin Asst.	x		
Deputy Chiefs		x	
Captains		x	
Lieuts			x
Fire Insp.			x
Supt Fire Alarm			x
Public Inf. Officer			x

Overall Group Requirements:

Please complete the following questions noting applicable items and information requested.

Work Flow and Interactions

Outside public visitors each day, usual 10 maximum 15
Other department/town employees who visit your department: each day (or each week 5)
Staff meetings usually involve how many staff? 4/7/5/10/50
Do you conduct meetings involving the public or outside visitors? 4 (yes or no)
Meetings involving the public or outside visitors involve how many people? 10-20
Meetings use what types of visual aids? Power point

Meeting Spaces

In your current operation do you use/need private conference rooms? yes
Number of Seats you require in each room used for conferencing? min. 12 max. 50
In your current operation do you use Open Areas for meetings and/or conferencing? yes
Quantity of people in these meetings would normally be? 5-10
Do any conferencing areas require a kitchenette, buffet etc? Please describe yes / For
ALL DAY PROGRAMS

Support Space

Do you need Public Waiting space? 4 (yes or no)
If so what type or size of space is needed? Space For 2-5 people

Is workspace needed by outside consultants or temporary workers? NO (yes or no).
If so what type of space is needed? private offices, group space, etc? Please explain _____

What is the maximum number of consultants and temporary workers that need to be accommodated at any one time in your department? _____
Can any of these people share a workspace? _____
Are there any equipment requirements for these workspaces? _____

Is there need for employee breakroom space within your department? If so, describe yes -
Room For Breaks / Lunch / Supper

Equipment

Describe in general terms the essential types of equipment your department uses (PC, printers, scanner, photo coping, etc.) All of the Above - Faxes - RADIOS

Are your computers networked? (Yes) (Yes or no) Within department? Y Within facility? Y

Does your department share equipment such as network printer copiers, fax, etc with other departments? If so, describe NO

Special or Future equipment needs? If so, describe _____

Large Equipment Storage

Describe in general terms large equipment and tools (not vehicles) your department stores for use. _____

Office and Miscellaneous Storage

Current "Overall Storage" for this department can best be described as (well, reasonably well, just barely or not well at all) Please be specific _____

JUST BARELY / NOT Well

When completing the following questions please describe "Storage Needs" which will meet your needs 5-10 years into the future

- Do you currently use Letter/Legal Files? Yes (Yes or no) If so, quantity and number of drawers? _____

8 / 4 DRAWERS

Are these files shared by everyone in the department? If not, list which positions/people need access to them NO - ADMIN ASST. - OFFICERS

- Central bound records, reference books or codes? If so, estimate how much space is needed considering future growth AT LEAST A 10X6 Book CASE

Is this reference material shared by everyone in the department? If not, list which positions/people need access to them Yes

- Shelving for books, binders or catalogues? If so, quantity and number of shelves? _____

SAME AS ABOVE

Are these materials shared by everyone in the department? If not, list which positions/people need access to them yes

- Special storage needs (engineering plans, computer printouts, oversize or bulky materials?) If so, describe

Plans For The Fire Prevention Division

Room 16x16

Are these materials shared by everyone in the department? If not, list which positions/people need access to them

No - Fire Prevention & Chief Officers

Are these materials shared by everyone in the department? If not, list which positions/people need access to them

- Storage for forms/stationary/publications Small Storage Rm

Are these materials shared by everyone in the department? If not, list which positions/people need access to them ADMIN ASST

- Central storage for employee's personal items - lockers, coat closet etc? Locking?

For 50 Firefighters

- Other utility or storage room needs? If so, describe

Security

Do you have any special security needs? If so, describe yes -

Communications

Do you have any special communication needs? If so, describe yes / station

Intercom / Radio Room For Dispatching
Enclosures

Parking Requirements

How much on site parking for employee vehicles do you require Parking For

50

Material Storage

What kinds and quantities of material do you store on site? Are there special environmental protection needs associated with this material (protection from weather, environmental hazards, etc.) _____

Building Supplies
Medical Supplies / Equipment
Building MAINT Supplies
HAZ- MAT Supplies
Fire Fighting Supplies

Vehicle Needs

Please inventory vehicles currently used by your department. Please identify new vehicle expectations, based on current capital planning.

1 COMMAND CAR, 2 PUMPS, 1 LADDER, 1 TANKER,
2 AMBULANCES, 2 SQUADS, 6 Wheel ATU, 1 Brush
Truck, 1 BOAT,

Garage Needs

Please comment on bay size, bay height, door size and type, that you think best serve your needs.

BAY size 80 x 14
DOOR size 12 x 16

DRIVE THROUGH BAYS

Please comment on special inside functions (such as washing road salt off equipment), that your facility might need to support.

Washing / MAINTENANCE / Re-Stocking /

PETERBOROUGH FIRE AND RESCUE

16 SUMMER STREET, PETERBOROUGH, NEW HAMPSHIRE 03458

Fire or Emergency Ambulance 911
Business — 603-924-8090 • Fax — 603-924-8091
Website — www.firerescue.us

PETERBOROUGH FIRE & RESCUE

FIRE STATION MASTER PLAN

2004

History:

The building housing the fire station was originally built for the Peterborough Public Works department in 1945, making this building almost 60 years old in 2004. The PPW department used the building for twenty-seven years and in 1972, the building was turned over to the Fire & Rescue Department to house their apparatus, equipment and administrative offices. The front section of the first bay on the left was converted to a 10' X 12' office, which the current Fire Chief and Administrative Assistant/Secretary share. The remaining area of the bay had been converted to a meeting room and kitchen space for the department members. The bay to the rear was added at a later date. In 2003 the new training room was added for meetings, training, and conferences. This enabled the department to host meetings and regional training at the station. In July of 2004, portable office dividers were installed into the original meeting room that had been created from converting the first bay. This was done in order to give the Administrative Division a place to work in the meeting room. When the building was transferred from Peterborough Public Works to Peterborough Fire & Rescue, the department was under the direction of a call Fire Chief and there was no Administrative Assistant or Secretary. In 1989 the department hired its first full time Fire Chief (Donald Parkhurst). In 1994, the Fire Chief (Stephen Black) hired the first part time Assistant to help with the administrative needs of the office and department. Today the Department has a full time Fire Chief and a twenty hour Administrative Assistant. The administrative activities of the department have continued to increase since 1994 and are predicted to continue this trend for the next ten years or more.



"Fire Sprinklers Save Lives"

Needs:

The Fire Chief's and the Administrative Assistant's office, which creates the administrative area, should be in an area that is not located adjacent to the front door of the building. This office's location now allows and encourages members to congregate in that area which becomes very distracting, non-confidential and unproductive. Constant vigilance is required in order to control this congregation. The administrative office area should be located somewhere out of the direct line of the public and employees. New office space is needed for specific personnel and functions. Specifically, a private office is required for the Chief of the Department; space is required for an Administrative Assistant/Secretary, plan reviews, training, fire prevention, EMS, maintenance, files, and a general work area for "other" administrative duties.

The building's systems and utilities need updating. The HVAC is not efficient and the building is hot in the summer and cold in the winter. The apparatus bays need to be equipped with an exhaust removal system in order to remove particles of combustion from the engines. This would keep contaminants from infiltrating the administrative and kitchen areas of the station. This will also keep the member's personal protective turn out gear protected from contaminants which would extend the life of the gear. Additionally, the boiler room is presently the only real storage area in the building and it is not an acceptable practice to store combustible materials in a boiler room.

The apparatus bays need to be reworked to accommodate larger vehicles. The present standard is to have at least ten foot wide and fourteen feet high doors with eighty-foot deep bays. The present doors are nine feet wide, twelve feet high and the bays are only fifty feet deep. This has caused us to create vehicle size specifications to fit this station, customizing the size, when purchasing new vehicles.

The restrooms need to be updated and showers must be installed to decontaminate the members who respond on medical and fire calls that have been subjected to hazardous or contaminated atmospheres and conditions. These areas should also be equipped with lockers so members can have a clean change of clothes in the case of contamination.

The personal protective gear should be in a well-ventilated room that is capable of drying the gear completely. This is important so that the gear is available for a second response in a very short period of time. The department should also look at purchasing a washer system to clean the turnout gear.

An air compressor room should be built to assure that clean fresh air is being pumped into the breathing air tanks for consumption for the members. This area could also be used for the storage of medical oxygen so that we could operate our own cascade system and be able to purchase in bulk. Presently both of these systems are housed on the open apparatus floor subjected to diesel fumes. Although we do filter the air, a separate clean room would also cut back on maintenance of the unit.

It would be advisable to have a secured room for the storage of the spare medical oxygen tanks and SCBA tanks. It should be noted that we do not have a locked room for the medical supplies, just a cabinet on the apparatus floor. These very expensive and sensitive supplies should be in a locked room.

The radio and speaker system should be upgraded, as we do not have coverage throughout the entire station and out in the yard. The radio room must be upgraded to give us the capabilities to take over communications in the event that KMA should have a failure or if the radio traffic gets too busy during major events such as, lightening storms, snow and ice storms and working fires. We should have the capabilities to monitor the 911 calls through a speaker system until such time we completely take over communications.

A general storage area/room should be built for miscellaneous supplies for firefighting, EMS and building maintenance. Additionally, a custodian room is needed and should be included in the physical plant upgrades.

Bunkrooms should be incorporated in the plans so when members come in for storm coverage, or in the future, full time duty, they have a place that will accommodate them. A separate bathroom and shower facility should be provided for this area. All accommodations for staff should be made for at least fifteen members.

The building should also include an "Emergency Operations Center" (EOC) that can provide meeting and operational space for a twenty-five member team in the event of a man-made or natural disaster. This room should have available, Internet connections, telephones, radios for all departments, fax machine and other administrative tools. It should be equipped with a small refreshment area for the staff.

There are other funding methods available to Public Safety Officials and Towns, which should be explored. Grants may be available for building Public Safety Buildings, EOCs, and installing exhaust systems.

DEPARTMENTAL QUESTIONNAIRE

Weller & Michal Architects Inc. 222 West Street, Keene NH 03431 voice (603) 357-4031 fax (603) 357-9290

Please complete this form as part of a Needs Assessment Study for your department. Thank you

DEPARTMENT NAME Peterborough Public Works / Highway Garage

PREPARED BY R. Dubois, Superintendent. M. West, mechanic

DEPARTMENTAL SIZE

Number of employees requiring facilities/space on site 13

Number of employees typically working off-site 11

TYPICAL HOURS OF OPERATION M-F 7:00a-3:30p

Department's Mission:

Please provide a short statement that best describes your department's mission and services provided.

all aspects of a town highway dept. From putting up signs to Building playgrounds. also maintenance of all town owned vehicles and equipment.

Please describe future changes (town growth, additional staff, technology, etc) that you envision will impact your department's mission, how services are delivered, and impact your overall space needs.

We are in need of more staff. with all the help we give other departments, it's hard to keep up with our highway schedule. Services are becoming more personalized and people want things done faster.

Work Group Relationships:

List in order of importance the departments, individuals or spaces and their proximity to your department or workgroup. Indicate their required proximity from your workspace in order for you to operate your department in an efficient manner.

Departments and/or Persons	Immediately Adjacent	Nearby	Convenient
<u>All departments</u>	<u>NONE</u>	<u>Police, Fire</u>	<u>NONE</u>
<u>Town house, Fire, Police, Recreation</u>		<u>Recreation</u>	
<u>Library, utilities, recycling center.</u>		<u>community develop</u>	

Overall Group Requirements:

Please complete the following questions noting applicable items and information requested.

Work Flow and Interactions

Outside public visitors each day, usual 2-3 maximum 15-30
Other department/town employees who visit your department: each day 3-4 (or each week 10)
Staff meetings usually involve how many staff? 15
Do you conduct meetings involving the public or outside visitors? No (yes or no)
Meetings involving the public or outside visitors involve how many people? 2-4-30 classes
Meetings use what types of visual aids? MAPS, PROJECTOR, overhead viewer, handson.

Meeting Spaces

In your current operation do you use/need private conference rooms? YES
Number of Seats you require in each room used for conferencing? min. 15 max. 30
In your current operation do you use Open Areas for meetings and/or conferencing? YES
Quantity of people in these meetings would normally be? YES 15-30
Do any conferencing areas require a kitchenette, buffet etc? Please describe yes
Some of the seminars and classes supply lunches and coffee

Support Space

Do you need Public Waiting space? NO (yes or no)
If so what type or size of space is needed? _____
Is workspace needed by outside consultants or temporary workers? NO (yes or no.
If so what type of space is needed? private offices, group space, etc? Please explain _____
What is the maximum number of consultants and temporary workers that need to be accommodated at any one time in your department? 15-30
Can any of these people share a workspace? yes
Are there any equipment requirements for these workspaces? DESK OR TABLE, phone, power etc.

Is there need for employee breakroom space within your department? If so, describe yes
Break Room / Lunch Room / meeting Room, - Bath Room } Breaks are from 9A-9:15A Lunch is from 12p-12:30p with 13-15 employees Break Room / lunch Room can not accomodate everyone.

Equipment

Describe in general terms the essential types of equipment your department uses (PC printers, scanner, photo copying, etc.) FAX

Are your computers networked? ^{NOT} YES (yes or no) Within department? N/A Within facility? N/A

Does your department share equipment such as network printer copiers, fax, etc with other departments? If so, describe NO

Special or Future equipment needs? If so, describe New office chairs, hook-up old Fax line,

Large Equipment Storage

Describe in general terms large equipment and tools (not vehicles) your department stores for use. Air Compressors, hand tools, Sanders for trucks, sm. Roller, line stripping machine, attachments for sidewalk tractor, tire + wheel machines, assorted jacks and stands

Office and Miscellaneous Storage

Current "Overall Storage" for this department can best be described as (well, reasonably well, just barely or not well at all) Please be specific. Not well at all } Building at the seams

When completing the following questions please describe "Storage Needs" which will meet your needs 5-10 years into the future

- Do you currently use Letter/Legal Files? yes (yes or no) If so, quantity and number of drawers? 18

Are these files shared by everyone in the department? If not, list which positions/people need access to them _____

- Central bound records, reference books or codes? If so, estimate how much space is needed considering future growth _____

Is this reference material shared by everyone in the department? If not, list which positions/people need access to them YES

- Shelving for books, binders or catalogues? If so, quantity and number of shelves? 2-6
3-5 shelves each

Are these materials shared by everyone in the department? If not, list which positions/people need access to them _____

YES

- Special storage needs (engineering plans, computer printouts, oversize or bulky materials?)
If so, describe _____

YES

Engineering plans, water-sewer-catch basin maps

Are these materials shared by everyone in the department? If not, list which positions/people need access to them _____

NO

Super and operator

Are these materials shared by everyone in the department? If not, list which positions/people need access to them _____

Yes - when needed

- Storage for forms/stationary/publications _____

Are these materials shared by everyone in the department? If not, list which positions/people need access to them _____

yes

- Central storage for employee's personal items – lockers, coat closet etc? Locking? 15
lockers, for foul weather gear, hard hats, gloves, cold weather gear, uniforms

- Other utility or storage room needs? If so, describe YES sim storage and barricades
diesel fuel storage, paint room storage.

Security

Do you have any special security needs? If so, describe _____

Communications

Do you have any special communication needs? If so, describe Fax Line, Better 2 way Radio
Communications.

Parking Requirements

How much on site parking for employee vehicles do you require 100' X 100' 15-30 vehicles

Material Storage

What kinds and quantities of material do you store on site? Are there special environmental protection needs associated with this material (protection from weather, environmental hazards, etc.) YES

lots of snow storage, sand and salt shed 1296.29 tons each.
Rugmill, stone, culverts and Basins, Gasoline + Diesel fuel
Propane, engine oil and lubricants,

Vehicle Needs

Please inventory vehicles currently used by your department. Please identify new vehicle expectations, based on current capital planning.

See Vehicle List

Garage Needs

Please comment on bay size, bay height, door size and type, that you think best serve your needs.

20 bays 20' wide X 30' long X 25' high.
4 maintenance bays 2- 20X30X25, 2- 20X75X25
1 equipment wash bay 20 X 100 X 25
1 welding bay 20 X 30 X 25
1 sign room/barricades 20 X 30 X 25

Please comment on special inside functions (such as washing road salt off equipment), that your facility might need to support.

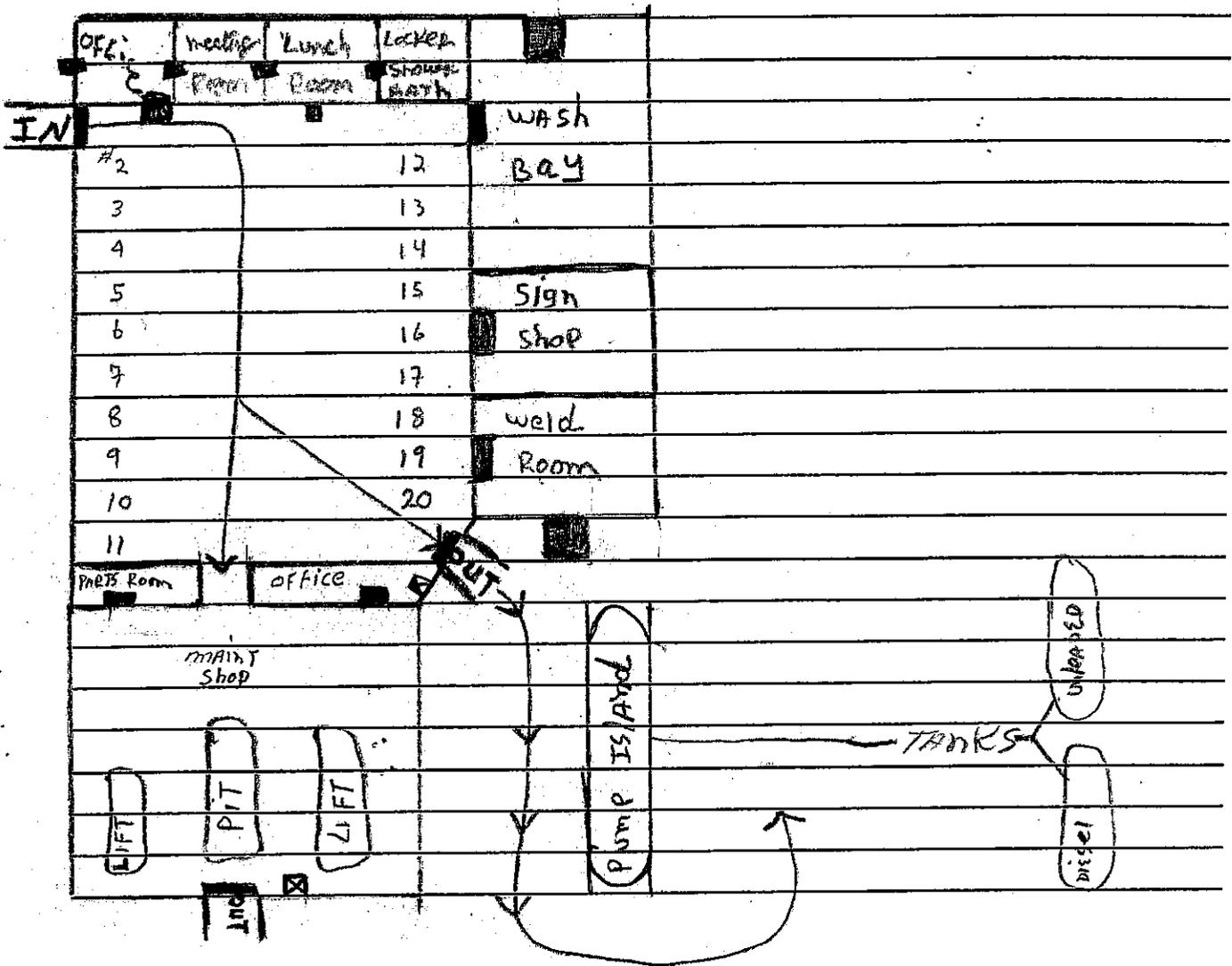
wash bay, welding room, paint room, parts storage room

Ⓢ

Other Comments

Please provide any additional information you believe to have an impact on the overall size and operation of your department. Thank you

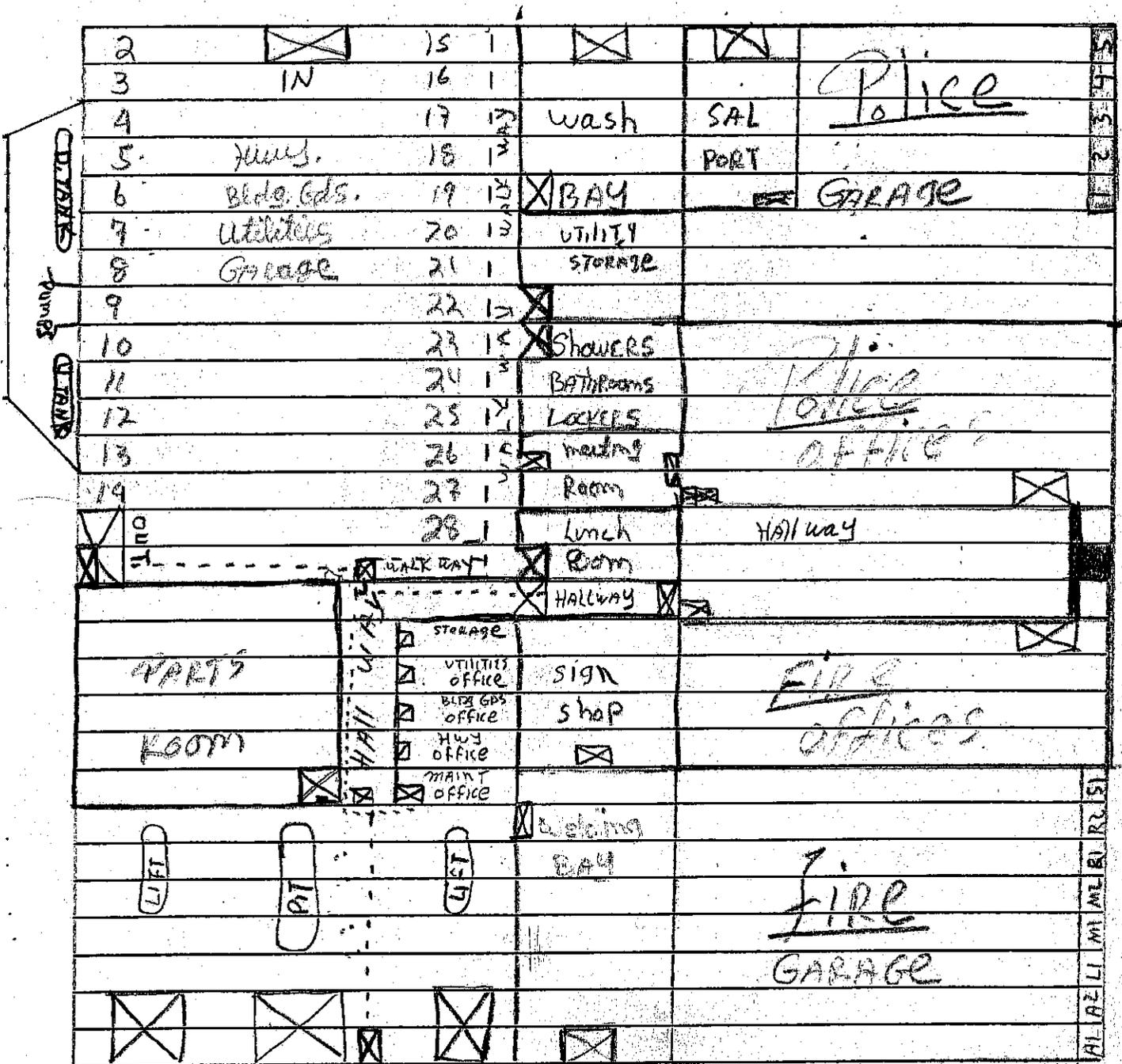
Handy Garage



Safety Complex

Other Comments

Please provide any additional information you believe to have an impact on the overall size and operation of your department. Thank you



OR A DOOR
IN A DOOR

Highway Department

Unit	Year	Make	Model	Vin Number	Plate	Garaged at
H-2	04	GMC	Sierra 2500 4x4	1GTHK24294E340342	G02484	Highway Garage
H-3	99	Int.	4900 6x2	1HTSDAAR8YH262123	G04476	Highway Garage
H-4	00	Ford	F-450 4X4	1FDXF47F1YEE25526	G01847	Highway Garage
H-5	92	Chevy	Kodiak 6x2	1GBP7H1J0NJ106938	G12574	Highway Garage
H-6	01	Elgin	Pelican SE	S8926S	G01240	Highway Garage
H-7	02	Ford	F-450 4X4	1FDXF47F52EB41405	G00457	Highway Garage
H-8	90	J.Deere	544E	DW544ED524521	G13801	Highway Garage
H-9	96	Sweepstr	H-SERIES	H84P3NH	G02506	Highway Garage
H-10	93	Ford	F-150 4x2	2FTDF15Y2PCB04495	G00449	Highway Garage
H-11	98	Int.	2674 8x2	1HTGLAET4WH521671	G07869	Highway Garage
H-12	04	Landa	MVC-3-30324	P0804-87965 P.Washer	\$4,021.00	Highway Garage
H-13	04	Trackless	MT-5	2196	G12321	Highway Garage
H-13A	96	Trackless	B-3 Blower	1182		Highway Garage
H-13B	96	Trackless	AS-4 Sweeper	404		Highway Garage
H-13C	96	Trackless	AB-5 Plow	665		Highway Garage
H-13D	96	Trackless	BF Flail Mower	164		Highway Garage
H-13E	96	Trackless	MTF-4 Front Mower	214		Highway Garage
H-13F	96	Trackless	MTS Sander	477		Highway Garage
H-13G	04	Cotta	KL-6000 Plow	MOD-6006 / ser.0312286	\$3,250.00	Highway Garage
H-14	05	Freightliner	M2106	1FVACYDC05HN87506	G16729	Highway Garage
H-15	05	Sullivan	D185Q	D185Q11JD	G11674	Highway Garage
H-16	03	Int.	7400 SFA 6x2	1HTWDAAR93J058580	G16531	Highway Garage
H-17	00	Stone	SR2500	Deluxe 11/4ton roller WP2500		Highway Garage
H-18	87	SMI	5250A	4D0219891	G02514	Highway Garage
H-19	88	J.Deere	672B	DW672BX519590	G04827	Highway Garage
H-20						
H-21	04	Freightliner	FI-80	1FVABXAK34HM37963	G17251	Highway Garage
H-22						
H-23	88	Hawkinsen	Bandit - 100	LSG423/2379	G11146	Highway Garage
H-24						
H-25						
H-26						
H-27						
H-28	88	Bomag	Roller	W1-280 / 800702		Highway Garage
H-29	88	E.Bever	Trailer	090320	G07092	Highway Garage
H-30	75	Miller	Welder	HF887844	G02507	Highway Garage
H-31	02	Custom	4T162EDBTWHD	5B732153721004231		Highway Garage
H-32						
H-33	82	Picard	TCRD4TSU HotBox	6782E	G11675	Highway Garage
H-34	91	20 Gal.	Port. Air Comp.	209106968		Highway Garage
H-35	?	Homlte	Port. Generator	80881030		Highway Garage
H-36	64	Western	24926 Shop Air Comp	24926		Highway Garage
H-37	98	Cadilack	QB-1 Sandblaster	997049		Highway Garage
H-38						Highway Garage
H-39	00	Fedders	Window AC Unit	FM898024 / A2Q06F2BG		Highway Garage
H-40	93	STIHL	Weed Eater	F586		Highway Garage
H-41	93	Echo	Weed Eater	GT-2000		Highway Garage
H-42	0	Hlite	Weed Eater	D630CD		Highway Garage
H-43	0	Husq	272XP Chain Saw	3420139		Highway Garage
H-44	0	Husq	272XP Chain Saw	3420093		Highway Garage
H-45	0	CERL	0-Oil Trailer	SPC-200-A		Highway Garage

DEPARTMENTAL QUESTIONNAIRE

Weller & Michal Architects Inc. 222 West Street, Keene NH 03431 voice (603) 357-4031 fax (603) 357-9290

Please complete this form as part of a Needs Assessment Study for your department. Thank you

DEPARTMENT NAME Utilities Division (WATER & WASTE WATER)

PREPARED BY Stephen Rheanne

DEPARTMENTAL SIZE

Number of employees requiring facilities/space on site 2

Number of employees typically working off-site 3

TYPICAL HOURS OF OPERATION 8 7:00 - 3:30

Department's Mission:

Please provide a short statement that best describes your department's mission and services provided.

To provide Clean, Safe drinking water and
Reliable Service. Maintain Sewer Collection
System and Comply with DES Regulations

Please describe future changes (town growth, additional staff, technology, etc) that you envision will impact your department's mission, how services are delivered, and impact your overall space needs.

with a new Treatment plant will need additional
Employees - new SCADA up grades

MANPOWER SHORTAGE

Work Group Relationships:

List in order of importance the departments, individuals or spaces and their proximity to your department or workgroup. Indicate their required proximity from your workspace in order for you to operate your department in an efficient manner.

Departments and/or Persons	Immediately Adjacent	Nearby	Convenient
<u>Finance</u>			<input checked="" type="checkbox"/>
<u>Highway</u>			<input checked="" type="checkbox"/>

Overall Group Requirements:

Please complete the following questions noting applicable items and information requested.

Work Flow and Interactions

Outside public visitors each day, usual _____ maximum _____
Other department/town employees who visit your department: each day ____ (or each week 1)
Staff meetings usually involve how many staff ? 5
Do you conduct meetings involving the public or outside visitors? N (yes or no)
Meetings involving the public or outside visitors involve how many people ? _____
Meetings use what types of visual aids? _____

Meeting Spaces

In your current operation do you use/need private conference rooms? No
Number of Seats you require in each room used for conferencing? min. 3 max. 5
In your current operation do you use Open Areas for meetings and/or conferencing? yes
Quantity of people in these meetings would normally be? 5
Do any conferencing areas require a kitchenette, buffet etc? Please describe _____

Support Space

Do you need Public Waiting space? No (yes or no)
If so what type or size of space is needed? _____
Is workspace needed by outside consultants or temporary workers? No (yes or no).
If so what type of space is needed? private offices, group space, etc? Please explain _____
What is the maximum number of consultants and temporary workers that need to be accommodated at any one time in your department? 6
Can any of these people share a workspace? yes
Are there any equipment requirements for these workspaces? Computers

Is there need for employee breakroom space within your department? If so, describe Yes - No
Lunch room facility - Need Shower room
LOCKERS (4 - 10)

Equipment

Describe in general terms the essential types of equipment your department uses (PC, printers, scanner, photo copying, etc.) PC, Printer, Copier, Scanner, backhoe, 6 wheeler dump Truck, Vector, Flusher

Are your computers networked? Yes (yes or no) Within department? Yes Within facility? _____

Does your department share equipment such as network printer copiers, fax, etc with other departments? If so, describe NO

Special or Future equipment needs? If so, describe Vector/Flusher Truck

Large Equipment Storage

Describe in general terms large equipment and tools (not vehicles) your department stores for use. Vector Trailer mounted - Flusher Trailer mounted Generator Trailer mounted

Office and Miscellaneous Storage

Current "Overall Storage" for this department can best be described as (well, reasonably well, just barely or not well at all) Please be specific not well @ all - Flusher, Vector, generator are out in the weather. All Trucks are out in weather. New backhoe and dump truck will also have no garage to be stored in.

When completing the following questions please describe "Storage Needs" which will meet your needs 5-10 years into the future

- Do you currently use Letter/Legal Files? Yes (yes or no) If so, quantity and number of drawers? 2- Map file cabinets 8 drawers each

Are these files shared by everyone in the department? If not, list which positions/people need access to them By all

- Central bound records, reference books or codes? If so, estimate how much space is needed considering future growth _____

Is this reference material shared by everyone in the department? If not, list which positions/people need access to them _____

- Shelving for books, binders or catalogues? If so, quantity and number of shelves? 4 with 6 Shelves

Are these materials shared by everyone in the department? If not, list which positions/people need access to them yes

- Special storage needs (engineering plans, computer printouts, oversize or bulky materials?)
If so, describe

mapping and files for DES

Are these materials shared by everyone in the department? If not, list which positions/people need access to them By All

Are these materials shared by everyone in the department? If not, list which positions/people need access to them _____

- Storage for forms/stationary/publications _____

Are these materials shared by everyone in the department? If not, list which positions/people need access to them _____

- Central storage for employee's personal items – lockers, coat closet etc? Locking? _____

No

- Other utility or storage room needs? If so, describe _____

Security

Do you have any special security needs? If so, describe No

Communications

Do you have any special communication needs? If so, describe Cell phones

Parking Requirements

How much on site parking for employee vehicles do you require 0 CARS

Material Storage

What kinds and quantities of material do you store on site? Are there special environmental protection needs associated with this material (protection from weather, environmental hazards, etc.) _____

Sodium bisulfate and Chlorine

Vehicle Needs

Please inventory vehicles currently used by your department. Please identify new vehicle expectations, based on current capital planning.

2004 F350 utility (Ford)
2003 F350 utility (Ford)
98 utility van 3500 (Chevy)
2001 Pick up (Ford) Ranger
2001 F350 Dump (Ford)
2005 Backhoe (on order)
LO WHEEL DUMP TRUCK
TYGOL VACTOR (KACUM)

Garage Needs

Please comment on bay size, bay height, door size and type, that you think best serve your needs.

35' X 25' 5 bay drive thru. 2 - 14'H X 12W
3 - 12H X 10W

Please comment on special inside functions (such as washing road salt off equipment), that your facility might need to support.

Steam Cleaner; Chain hoist w/ I Beam
Rollers

Material Storage

What kinds and quantities of material do you store on site? Are there special environmental protection needs associated with this material (protection from weather, environmental hazards, etc.) _____

Sodium bisulfate and Chlorine

Vehicle Needs

Please inventory vehicles currently used by your department. Please identify new vehicle expectations, based on current capital planning.

2004 F350 utility (Ford)
2003 F350 utility (Ford)
98 utility van 3500 (Chevy)
2001 Pick up (Ford) Ranger
2001 F350 Dump (Ford)
2005 Backhoe (on order)
LO WHEEL DUMP TRUCK
TYGOL VACTOR (KACUM)

Garage Needs

Please comment on bay size, bay height, door size and type, that you think best serve your needs.

35' X 25' 5 bay drive thru. 2 - 14'H X 12'W
3 - 12'H X 10'W

Please comment on special inside functions (such as washing road salt off equipment), that your facility might need to support.

Steam Cleaner; Chain hoist w/ I Beam
Rollers

DEPARTMENTAL QUESTIONNAIRE

Weller & Michal Architects Inc. 222 West Street, Keene NH 03431 voice (603) 357-4031 fax (603) 357-9290

Please complete this form as part of a Needs Assessment Study for your department. Thank you

DEPARTMENT NAME RECREATION

PREPARED BY JEFFREY M. KING DIRECTOR

DEPARTMENTAL SIZE

Number of employees requiring facilities/space on site OFFICE 2 FULL TIME 2 PART TIME | MAINTENANCE 4 SEASONAL, 2 FULL TIME SNAGO, 2 PART TIME SNAGO

Number of employees typically working off-site THIS NUMBER CAN VARY WIDELY DEPENDING ON THE NUMBER AND TYPE OF PROGRAMS WE'RE OFFERING AT A GIVEN TIME

TYPICAL HOURS OF OPERATION OFFICE OFFICIAL HOURS: 8:30AM-4:30PM M-F | MAINTENANCE OFFICIAL HOURS M-F 7:00-2:30
REALITY: 8:15AM-5:00PM M-F SAT & SUN VARYING PROGRAM STAFF 7 DAYS PER WEEK VARYING HOURS

Department's Mission:

Please provide a short statement that best describes your department's mission and services provided.

AQUATICS
12 SEASONAL

CONCESSION
4 SEASONAL

PROGRAMS
~ 50 SEASONAL ON PART-TIME

VOLUNTEERS/COACHES
~ 200

SPORTS OFFICIALS
~ 50

Please describe future changes (town growth, additional staff, technology, etc) that you envision will impact your department's mission, how services are delivered, and impact your overall space needs.

WE ARE IN THE MIDDLE OF A TRANSITION DUE TO CASHFLOW AND AN INCREASED DEMAND FOR SERVICE. WE HAVE PURCHASED A SOFTWARE PACKAGE AND BEGAN UPGRADING OUR TECHNOLOGY. WE HAVE INCREASED OUR OFFICE STAFF. WE ARE NOW CONSIDERING EVENING OFFICE HOURS AND POSSIBLY WEEKEND OFFICE HOURS AS WELL AS WEEKEND MAINTENANCE HOURS. WE ARE IN NEED OF STORAGE SPACE, INDOOR PROGRAMMING SPACE INCLUDING A GYMNASIUM AND ICE RINKS. WE ARE IN GREAT NEED OF ATHLETIC FIELD SPACE. WE ARE IN NEED OF AN INDOOR AQUATIC FACILITY. WE ARE IN NEED OF RECREATION/DVD ROOMS

Work Group Relationships:

List in order of importance the departments, individuals or spaces and their proximity to your department or workgroup. Indicate their required proximity from your workspace in order for you to operate your department in an efficient manner.

Departments and/or Persons	Immediately Adjacent	Nearby	Convenient
REG PROGRAM COORDINATION	✓		
REG SECRETARY	✓		
REG MAINTENANCE AND PROGRAM STAFF		✓	
SCHEDULES		✓ NOT THE CASE NOW	
DPW		✓ NOT THE CASE NOW	
FINANCE DEPT.			✓
TOWN ADMINISTRATION			✓

Overall Group Requirements:

Please complete the following questions noting applicable items and information requested.

Work Flow and Interactions

Outside public visitors each day, usual _____ maximum _____

Other department/town employees who visit your department: each day 5 (or each week _____)

Staff meetings usually involve how many staff? 6 ^{DIRECTOR} ^{PROGRAM} 10-20

Do you conduct meetings involving the public or outside visitors? YES (yes or no)

Meetings involving the public or outside visitors involve how many people? 5-50-100

Meetings use what types of visual aids? WHITE BOARD, FLIP CHARTS, POWER POINT, LARGE SCREEN TV VCR/DVD

Meeting Spaces

In your current operation do you use/need private conference rooms? YES BUT WE USE OUR OFFICES

Number of Seats you require in each room used for conferencing? min. 2 max. 5

In your current operation do you use Open Areas for meetings and/or conferencing? YES

Quantity of people in these meetings would normally be? 5-25

Do any conferencing areas require a kitchenette, buffet etc? Please describe YES. GROUPS RESERVE OUR MEETING ROOM CASUALLY. THEY OFTEN USE THE KITCHENETTE.

Support Space

Do you need Public Waiting space? YES (yes or no)

If so what type or size of space is needed? WE CURRENTLY HAVE AN INDOOR RECEPTION AREA. THERE IS NOT ENOUGH AREA FOR PEOPLE TO COME DOWN BY ELL OUR REGISTRATION AND THERE CAN GET TO BE A LINE

Is workspace needed by outside consultants or temporary workers? NO (yes or no).

If so what type of space is needed? private offices, group space, etc? Please explain NA

What is the maximum number of consultants and temporary workers that need to be accommodated at any one time in your department? NA

Can any of these people share a workspace? NA

Are there any equipment requirements for these workspaces? NA

Is there need for employee breakroom space within your department? If so, describe NOT CURRENTLY

Equipment

Describe in general terms the essential types of equipment your department uses (PC, printers, scanner, photo copying, etc.) ALL OF THOSE LISTED PLUS DIGITAL CAMERAS FOR OFFICE. ALL MAINTENANCE EQUIPMENT, VEHICLES

PROGRAMS EQUIPMENT, SPORTS EQUIPMENT

Are your computers networked? YES (yes or no) Within department? YES Within facility? YES

Does your department share equipment such as network printer copiers, fax, etc with other departments? If so, describe YES - PRINTERS

Special or Future equipment needs? If so, describe _____

Large Equipment Storage

Describe in general terms large equipment and tools (not vehicles) your department stores for use. _____

MOWERS TRIMMERS TOOLS PUMP MACHINE, ETC. BOATS ^{SPIN} SPRAYERS TRAILER INFILLO GRASSMOWER TRACTOR

Office and Miscellaneous Storage

Current "Overall Storage" for this department can best be described as (well, reasonably well, just barely or not well at all) Please be specific NOT WELL AT ALL - OUR STORAGE IS SPREAD OUT. UNORGANIZED.

SOME EQUIPMENT IS KEPT OUTSIDE EXPOSED TO THE WEATHER. SPORTS EQUIPMENT IS OFTEN KEPT BY VOLUNTEER COUNCILS AT THEIR HOMES.

When completing the following questions please describe "Storage Needs" which will meet your needs 5-10 years into the future

- Do you currently use Letter/Legal Files? YES (yes or no) If so, quantity and number of drawers?

100'S 12-15 LARGE DRAWERS

Are these files shared by everyone in the department? If not, list which positions/people need access to them YES

- Central bound records, reference books or codes? If so, estimate how much space is needed considering future growth 1 GOOD SIZED BOOKSHELF

Is this reference material shared by everyone in the department? If not, list which positions/people need access to them YES

- Shelving for books, binders or catalogues? If so, quantity and number of shelves? _____

WE NEED AT LEAST 25 SHELVES - WE DON'T HAVE THAT MANY NOW

Are these materials shared by everyone in the department? If not, list which positions/people need access to them YES

- Special storage needs (engineering plans, computer printouts, oversize or bulky materials?)
If so, describe WE SHOULD HAVE ONE LARGE CABINET FOR BLUEPRINTS. NOW WE HAVE THEM
ROLLS UP AND STUFFED IN A BOX

Are these materials shared by everyone in the department? If not, list which positions/people need access to them YES

Are these materials shared by everyone in the department? If not, list which positions/people need access to them

- Storage for forms/stationary/publications WE'RE OKAY ON THIS

Are these materials shared by everyone in the department? If not, list which positions/people need access to them YES

- Central storage for employee's personal items – lockers, coat closet etc? Locking?

ADMINISTRATIVE HAS LOCKERS BUT NO ONE USES. NOT NEEDED AT THIS TIME BUT WOULD BE NICE.
COULD REALLY USE STORAGE/LOCKER ROOM FOR PAPERWORK

- Other utility or storage room needs? If so, describe WE NEED A MAINT. CLOSET THAT CAN BE USED
FOR MAINT. WE ALSO A SUPPLY CLOSET FOR SUPPLIES

Security

Do you have any special security needs? If so, describe NOTHING EXTRAORDINARY

Communications

Do you have any special communication needs? If so, describe YES WE WOULD LIKE TO HAVE MORE NETWORK
STATION ON MOBILE

Parking Requirements

How much on site parking for employee vehicles do you require MIN. 8. SHOWN - 25

111
111

Material Storage

What kinds and quantities of material do you store on site? Are there special environmental protection needs associated with this material (protection from weather, environmental hazards, etc.) _____

ATHLETIC FIELD PAINT - AT LEAST 50 10 gal. pails at a time. DON'T FREEZE!

FERTILIZER, SEED, CAN'T GET WET! 3-4 PALLETS LIME TOP

SPORTS EQUIPMENT/UNIFORMS - MUST BE KEPT DRY AND PROTECTED FROM MOULD AND MOLD

GASOLINE/DIESEL

CHEMICALS

Vehicle Needs

Please inventory vehicles currently used by your department. Please identify new vehicle expectations, based on current capital planning.

1 MINI BUS - NEED AT LEAST TWO MORE

1 SMALL DUMP TRUCK - NEED NEW ONE TO REPLACE IT

1 MAINT TRACTORS

1 TRACTOR - NEED MORE ATTACHMENTS SUCH AS BLOWING, BUSH

1 HEAVY GRADER

1 4X4 SUV FOR DIRECTION I CAN DREAM CAN'T I? IT WOULD BE NICE TO HAVE AND USEFUL

1 LAMBORGHINI IF WE EVER GET A MINE

Garage Needs

Please comment on bay size, bay height, door size and type, that you think best serve your needs.

I NEED SOMETHING LARGE ENOUGH TO FIT MY MINI BUS IN WITH SPACE TO CRAWL AROUND EVEN A DAY

FOR A FULL SIZE BUS. PLUS ENOUGH SPACE TO PUT OWN TRACTORS IN WITHOUT CRAMMING THEM

Please comment on special inside functions (such as washing road salt off equipment), that your facility might need to support.

NO

Existing Departmental Space Allocations

WELLER & MICHAL ARCHITECTS INC.



**SUMMARY of Existing Space Allocation
PETERBOROUGH MUNICIPAL FACILITIES**

Department	SPACE USE CODE							SubTotal	Total	% of total
	PS	SWS	SS	SSO	C	S	BS			
Police	585	1,293	1,116	1,157	846	1,472	380	6,849		27%
Fire & Rescue	50	5,844	352	110	-	1,243	290	7,889		31%
Public Works	-	9,270	393	-	-	245	533	10,441		41%
Waste Water Treatment	-	240	65	80	260	1,360	850	2,855		11%
Recreation	180	1,030	90	2,740	-	762	135	4,937		20%
Total Gross Floor Area	815	17,677	2,016	4,087	1,106	5,082	2,188	25,179	SF GFA	100%
	3%	70%	8%	16%	4%	20%	9%	131%		
PS	Public Common Space									
SWS	Staff Work Spaces									
SS	Staff Support Spaces									
SSO	Work Spaces for Others									
C	Circulation/Core Factor									
S	Storage									
BS	Building Services									

Peterborough - Police

Job/ Space	Function	Room Name	Room Dimensions	Area (square feet)	Floor Area as % of Total
PS	Public Common Space	Airlock/Entry		172	
		Waiting Area (5 people)		200	
		Conference Room		144	
		Public Toilet Rm		69	
			Public Common Space		585
SWS	Staff Work Spaces	Police Chief Office		137	
		Lt Office		69	
		Police Officer Office - 1		87	
		Police Officer Office - 2		87	
		Police Officer Office - 3		87	
		Police Officer Office - 4		87	
		Squad Room		218	
		Evidence Room/Vault		170	
		Dispatch		103	
		Admin/Files/Copy Equipment		248	
	Staff Work Spaces		1,293	19%	
SS	Staff Support Spaces	Men Toilet & Locker Rm		190	
		Women Toilet & Locker Rm		184	
		Seminar / Traing Room & Storage		631	
		Kitchen		111	
			Staff Support Spaces		1,116
SSO	Spaces for Others	Sally Port		392	
		Adults Booking & Cells		660	
		Juvenile / Children Interigation		105	
			Spaces for Others		1,157
C	Circulation	PS, SWS,SS & SSO by Factor		846	
			Circulation		846
S	Storage	Armory		52	
		Equipment Storage		181	
		Archieve Storage		1,239	
			Storage		1,472
BS	Building Services	Boiler Rm		203	
		Mechanical Rm		177	
		Electrical Rm		150	
			Building Services		380
Total				6,849	100%

Peterborough-Fire & Rescue

Job/ Space	Function	Room Name	Room Dimensions	Area (square feet)	Floor Area as % of Total
PS	Public Common Space	Reception		50	
		Public Common Space			50
SWS	Staff Work Spaces	Apparatus Garage for 5 vehicles		4,782	
		Office-Fire Chief		125	
		Radio Room		146	
		Day Room, Conference & Office Space		791	
		Staff Work Spaces			5,844
SS	Staff Support Spaces	Men Toiler & Showers		122	
		Women Toilet & Shower		55	
		Kitchen		175	
		Staff Support Spaces			352
SSO	Work Spaces for Others	Shop		110	
		Work Spaces for Others			110
C	Circulation	PS, SWS,SS & SSO by Factor		-	
		Circulation			-
S	Storage	Large Equipment Storage		760	
		Fire Fighting Equipment		483	
		Storage			1,243
ME	Mechanical/Electrical			290	
		Mechanical/Electrical			290
Total				7,889	100%

Peterborough-Public Works

Job/ Space	Function	Room Name	Room Dimensions	Area (square feet)	Floor Area as % of Total
PS	Public Common Space			-	
Public Common Space				-	0%
SWS	Staff Work Spaces				
		Equipment Bay		6,433	
		Two Bay Equipment Rm		1,404	
		Welding Room		1,033	
		Office		400	
				-	
				-	
Staff Work Spaces				9,270	89%
SS	Staff Support Spaces				
		Lunch & Management Room		337	
		Toilet		56	
Staff Support Spaces				393	4%
SSO	Work Spaces for Others				
Work Spaces for Others				-	0%
C	Circulation				
		PS, SWS,SS & SSO by Factor		-	
Circulation				-	0%
S	Storage				
		Parts & Equipment Storage		245	
Storage				245	2%
ME	Mechanical/Electrical				
		Utility Room		413	
		Boiler Room		120	
Mechanical/Electrical				533	5%
Total				10,441	100%

Peterborough-Waste Water Dept

Job/ Space	Function	Room Name	Room Dimensions	Area (square feet)	Floor Area as % of Total
PS	Public Common Space			-	
Public Common Space				-	0%
SWS	Staff Work Spaces				
		Lab		180	
		Office/Staff Work Area		60	
				-	
				-	
Staff Work Spaces				240	8%
SS	Staff Support Spaces				
		Toilet Rm		50	
		Lunch Room		15	
Staff Support Spaces				65	2%
SSO	Work Spaces for Others				
		Sodium Bisulfate Rm		80	
Work Spaces for Others				80	3%
C	Circulation				
		PS, SWS,SS & SSO by Factor		260	
Circulation				260	9%
S	Storage				
		Storage (at Hunt Row Building)		1,000	
		Storage Shed (Waste Water Planit)		120	
		Storage (at Police Garage)		240	
Storage				1,360	48%
ME	Mechanical/Electrical				
		Pump Room		400	
		Wet Well Room		400	
		PLC Cener		50	
Mechanical/Electrical				850	30%
Total				2,855	100%

Peterborough-Recreation Dept

Job/ Space	Function	Room Name	Room Dimensions	Area (square feet)	Floor Area as % of Total
PS	Public Common Space	Public Vestibule		60	
		Public Toilets (handicapped)		90	
		Staff Entry		30	
		Public Common Space			180
SWS	Staff Work Spaces	Recreation Director Office		230	
		Program Coordinator Office		160	
		Receptionist		80	
		Staff /Public Concerence Rm		560	
		Staff Work Spaces			1,030
SS	Staff Support Spaces	Copy and File Area		15	
		Kitchen		40	
		Staff Toilet (handicapped)		35	
		Staff Support Spaces			90
SSO	Work Spaces for Others	Public Pool Locker Room & Storage		1,588	
		Public Pool Refreshements, Kitchen & Toilets		1,152	
		Work Spaces for Others			2,740
C	Circulation	PS, SWS,SS & SSO by Factor		-	
Circulation			-	0%	
S	Storage	Rec Storage Rm		40	
		Rec Equipment/Ballfield Storage		722	
		Storage			762
ME	Mechanical/Electrical	Mechanical & Electrical Room		135	
		Mechanical/Electrical			135
Total				4,937	100%

Proposed Departmental Facility Programming

WELLER & MICHAL ARCHITECTS INC.



Facility Program

FACILITY **POLICE STATION - New Facility**
CLIENT **Peterborough, NH**
PROJECT **Municipal Facility Study**

Police Department Information

- **Police Officers & Staff**

17

- **Major Functional Requirements**

Public
Administrative
Police Officers
Seminars-Training
Juveniles Holding Areas
Adult Booking & Holding Area

Storage
Building Services
Sally Port

- **Secondary Functional Requirements**

Police Vehilces Storage

Other Requirments

Outside Parking for	10 vehicles
Covered Parking for Police Vehicles	5 vehicles plus 1 future
Outside Storage for	8 impounded cars
Cleaning Vehicles	1 vehicle bay

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **POLICE STATION - New Facility**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

Facility Program			
Major Functional Areas	Description	Notes	Proposed Area
Public	general public functions		673
Administrative	support staff & record keeping		825
Police Officers	investigative & police matters		2,283
Seminars-Training	officers		840
Juveniles Holding Areas	private separate area from adults		328
Adult Booking & Holding Area	secure area		776
Storage	equipment & long term records		1,470
Building Services	mechanical & electrical		441
Sally Port	secure area for detainee transfer		525
Total Program Area (Net Square Foot)			8,160
	Wall and Chase Factor	5%	408
	Circulation Factor	10%	816
	Schematic Design SF Factor	10%	816
Subtotal of Adjustment Factors 25%			2,040
Projected Gross Floor Area Required			10,200
Police Vehicules Storage	vehicle storage		1,548
			11,748

Project Budget Summary			
Construction Description	Cost/SF	Proposed Costs	
Building Shell and Finishes	\$90	\$918,028	
Masonry	\$25	\$255,008	
Equipment	\$10	\$102,003	
Plumbing	\$14	\$142,804	
HVAC	\$14	\$142,804	
Electrical	\$22	\$224,407	
Means Cost Index (Median Construction)		\$175 per SF	
Police Vehicle Garage	\$100	\$154,800	

Project Summary of ALL Costs

A	Building Costs	\$165	\$1,939,855
B	Fixed Equipment (% of A)	5%	\$96,993
C	Site Development Costs (% of A)	10%	\$193,985
D	TOTAL CONSTRUCTION COSTS		\$2,230,833
E	Moveable Furniture & Equipment (% of A)	1%	\$19,399
F	Professional Fees (% of D)	12%	\$267,700
G	Contingencies/Inflation (% of D)	10%	\$223,083
TOTAL PROJECT COSTS			\$2,741,015

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **POLICE STATION - Renovated Facility**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

Facility Program			
Major Functional Areas	Description	Notes	Proposed Area
Public	general public functions		673
Administrative	support staff & record keeping		825
Police Officers	investigative & police matters		2,283
Seminars-Training	officers		840
Juveniles Holding Areas	private separate area from adults		328
Adult Booking & Holding Area	secure area		776
Storage	equipment & long term records		1,470
Building Services	mechanical & electrical		441
Sally Port	secure area for detainee transfer		525
Total Program Area (Net Square Foot)			8,160
	Wall and Chase Factor	5%	408
	Circulation Factor	10%	816
	Schematic Design SF Factor	10%	816
Subtotal of Adjustment Factors 25%			2,040
Projected Gross Floor Area Required			10,200
Police Vehilces Storage	vehicle storage		1,548
			11,748

Project Budget Summary			
Construction Description	Cost/SF	Proposed Costs	
Addition to Exist Building (Shell & Finishes)	1,900	\$80	\$152,000
Masonry		\$10	\$19,000
Equipment		\$3	\$5,700
Plumbing		\$8	\$15,200
HVAC		\$14	\$26,600
Electrical		\$20	\$38,000
Means Cost Index (Median Construction)		\$135	per SF
Interior Renovations	1,000	\$100	\$100,000
Sally Port	630	\$120	\$75,600
Police Vehicle Garage	1,548	\$100	\$154,800
Project Summary of ALL Costs			
A	Building Costs	\$ 50	\$586,900
B	Fixed Equipment (% of A)	5%	\$29,345
C	Site Development Costs (% of A)	5%	\$29,345
D	TOTAL CONSTRUCTION COSTS		\$645,590
E	Moveable Furniture & Equipment (% of A)	5%	\$29,345
F	Professional Fees (% of D)	12%	\$77,471
G	Contingencies/Inflation (% of D)	10%	\$64,559
TOTAL PROJECT COSTS			\$816,965

Public Program Summary

PROJECT **POLICE STATION - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Entry Vestibule	airlock	1	75	75
	Waiting Area	space for the public to wait	1	125	125
	Conference Rm	visitors & staff conferences	1	200	200
	Press Conference Rm	meeting with outside reps	1	120	120
					0
					520
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Public Toilet	unisex ADA	1	65	65
					0
					0
					0
					0
					0
					0
					0
					0
					65
Total Program Area (Net Square Foot)					585
		Wall and Chase Factor			0
		Circulation Factor		15%	88
		Schematic Design SF Factor			0
Subtotal of Adjustment Factors				15%	88
Gross Floor Area					673

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Police Officers Program Summary

PROJECT **POLICE STATION - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area
Police Chief Office	Office		1	145	145
Lt Office			1	120	120
Police Officer Office-1			1	90	90
Police Officer Office-2			1	90	90
Police Officer Office-3			1	90	90
Police Officer Office-4			1	90	90
Police Officer Office-future			1	90	90
Squad Room	officers preparation for duty	a	1	300	300
					1015
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
Evidence Room	storage		1	135	135
Armory			1	75	75
Fitness Room	exercise equipment		1	300	300
Men Locker/Shower Rm		b	1	200	200
Men Toilet Rm		c	1	150	150
Women Locker/shower Rm		d	1	120	120
Women Toilet Rm		e	1	80	80
					1060
Total Program Area (Net Square Foot)					2075
				Wall and Chase Factor	0
				Circulation Factor	10% 208
				Schematic Design SF Factor	0
Subtotal of Adjustment Factors					10% 208
Gross Floor Area					2283

General Comments and Notes:

-
- a. Space for 6 officers at 50 sf / officer = 300 sf
- b. Men lockers (20 lockers @ 10 sf each) = 200 sf
- c. Men toilet room
- d. Women lockers (6 lockers @ 20 sf each) = 120 sf plus one shower
- e. Women police toilet room

Seminars-Training Program Summary

PROJECT **POLICE STATION - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area
Seminar/Training Room	training space	a	1	700	700
					0
					0
					0
					0
					0
					700
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
Storage	equipment & supplies		1	100	100
					0
					0
					0
					0
					0
					0
					0
					0
					100
Total Program Area (Net Square Foot)					800
		Wall and Chase Factor			0
		Circulation Factor		5%	40
		Schematic Design SF Factor			0
Subtotal of Adjustment Factors					5%
Gross Floor Area					840

General Comments and Notes:

-
- a. Space calculation based on 35 persons x 20 sf/ person = 700 sf
- b.
- c.
- d.

Juvenile Holding Area Program Summary

PROJECT **POLICE STATION - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Child's Integration		1	125	125
	Juvenile Holding Cell		1	90	90
					0
					0
					0
					0
					215
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Toilet Room		1	70	70
					0
					0
					0
					0
					0
					0
					0
					70
Total Program Area (Net Square Foot)					285
	Wall and Chase Factor				0
	Circulation Factor			15%	43
	Schematic Design SF Factor				0
Subtotal of Adjustment Factors					15%
Gross Floor Area					328

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Adult Holding Area

Program Summary

PROJECT POLICE STATION - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Booking & Search Room		1	100	100
	Identification Room		1	75	75
	Intoxication Room		1	60	60
	Adult Cells		4	60	240
	Isolation Cell		1	60	60
					535
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	General Open Area		1	70	70
	Laundry/Shower Area		1	70	70
					0
					0
					0
					0
					0
					0
					0
					140
Total Program Area (Net Square Foot)					675
				Wall and Chase Factor	0
				Circulation Factor	15%
				Schematic Design SF Factor	0
Subtotal of Adjustment Factors					15%
					101
Gross Floor Area					776

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Facility Program

FACILITY **FIRE and RESCUE - New Facility**
CLIENT **Peterborough, NH**
PROJECT **Municipal Facility Study**

Fire Department Information

- Fire Fighters

Full Time - 1
Part Time - 3
On Call Volunteers - 50

- Service Population

Fire 6500
Ambulance 15,000

- Major Functional Requirements

Apparatus
Fire Fighters
Fire Equipment Storage
Administrative
Training
Building Services

Other Requirments

Outside Parking for 50 vehicles for volunteer fire fighters

Cleaning Vehicles 2 vehicles bay apron

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **FIRE and RESCUE - New Facility**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

FACILITY PROGRAM

Major Functional Areas	Description	Notes	Proposed Area
Fire Apparatus Garage	vehicle storage		6,920
Fire Fighter	support spaces for fire fighters		1,770
Fire Equipment Storage	equipment storage		1,801
Administrative	offices and storage		940
Training	meeting space		840
Building Services	mechancial & electrical		420
Total Program Area (Net Square Foot)			12,691
	Wall and Chase Factor	10%	1,269
	Circulation Factor	5%	635
	Schematic Design SF Factor	10%	1,269
Subtotal of Adjustment Factors			3,173
Gross Floor Area			15,863

Project Budget Summary

Construction Description	Cost/SF	Proposed Costs
Building Shell and Finishes	\$80	\$1,269,050
Masonry	\$25	\$396,578
Equipment 7612	\$10	\$158,631
Plumbing	\$10	\$158,631
HVAC	\$15	\$237,947
Electrical	\$20	\$317,263
Means Cost Index (Median Construction)	\$160 per SF	

Project Summary of ALL Costs

A	Building Costs		\$2,538,100
B	Fixed Equipment (% of A)	8%	\$203,048
C	Site Development Costs (% of A)	12%	\$304,572
D	TOTAL CONSTRUCTION COSTS		\$3,045,720
E	Moveable Furniture & Equipment (% of A)	5%	\$152,286
F	Professional Fees (% of D)	12%	\$365,486
G	Contingencies/Inflation (% of D)	10%	\$304,572
	TOTAL PROJECT COSTS		\$3,868,064

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **FIRE and RESCUE - Renovated Facility**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

FACILITY PROGRAM

Major Functional Areas	Description	Notes	Proposed Area
Fire Apparatus Garage	vehicle storage		6,920
Fire Fighter	support spaces for fire fighters		1,770
Fire Equipment Storage	equipment storage		1,801
Administrative	offices and storage		940
Training	meeting space		840
Building Services	mechanical & electrical		420
Total Program Area (Net Square Foot)			12,691
	Wall and Chase Factor	10%	1,269
	Circulation Factor	5%	635
	Schematic Design SF Factor	10%	1,269
Subtotal of Adjustment Factors			25% 3,173
Gross Floor Area			15,863

Project Budget Summary

Construction Description	Cost/SF	Proposed Costs
Renovate Existing Building	7900 \$45	\$713,841
New Apparatus Garage (Shell & Finishes)	7612 \$110	\$837,320
Equipment	\$5	\$38,060
Plumbing	\$6	\$45,672
HVAC	\$12	\$91,344
Electrical	\$18	\$137,016
Means Cost Index (Median Construction)	\$151	per SF average

Project Summary of ALL Costs

A	Building Costs (New Construction + Addition)		\$1,863,253
B	Fixed Equipment (% of A)	5%	\$93,163
C	Site Development Costs (% of A)	10%	\$186,325
D	TOTAL CONSTRUCTION COSTS		\$2,142,741
E	Moveable Furniture & Equipment (% of A)	5%	\$107,137
F	Professional Fees (% of D)	12%	\$257,129
G	Contingencies/Inflation (% of D)	10%	\$214,274
	TOTAL PROJECT COSTS		\$2,721,280

Fire Fighters Program Summary

PROJECT **FIRE and RESCUE - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area
Day Room	hanging out/feeding staff	a	1	600	600
Kitchen/Prep/Storage	food preparation		1	200	200
Bunk Room	15 bunks w/ toilet & shower	b	1	500	500
					1300
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
Men Toilet Rm & Showers			1	175	175
Men Locker Rm		c	1	120	120
Women Toilet Rm & Showers			1	100	100
Women Locker Rm		d	1	50	50
Janitor Closet			1	25	25
					470
45' e Foot)					1770
				220' Base Factor	0
				Circulation Factor	5% 89
				Schematic Design SF Factor	0
Subtotal of Adjustment Factors					5% 89
Gross Floor Area					1859

General Comments and Notes:

-
- a. Space for fire fighters to hangout and prepare meals, etc. (40 occup x 15 sf = 600 sf)
- b. Bunk room based on 15 bunks, open plan at 30 sf / fire fighter
- c. Men lockers (20 lockers @ 10 sf each) = 200 sf
- d. Women lockers (5 lockers @ 10 sf each) = 50 sf

Fire Equipment Storage Program Summary

PROJECT **FIRE and RESCUE - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area
Large Equipment Storage Room	fire fighter equipment		1	800	800
General Storage Room	combustibles		1	500	500
Equipment Maintenance Room			1	250	250

1550

Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
Air Compressor Room			1	100	100
Medical Oxygen Tank Storage			1	35	35
Medical Storage			1	30	30

165

45'e Foot)

1715

Wall and Chase Factor		0
Circulation Factor	5%	86
Schematic Design SF Factor		0

Subtotal of Adjustment Factors 5% 86

Gross Floor Area 1801

General Comments and Notes:

- a.
- b.
- c.
- d.

Administrative Program Summary

PROJECT **FIRE and RESCUE - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area
Entry/Reception	vestibule/waiting		1	70	70
Command Center			1	80	80
Administrative Asst	work area & files		1	120	120
Captain Office			1	150	150
Lieutenant Office			2	85	170
Fire Inspector			1	80	80
Supt Fire Alarm			1	80	80
Public Information Officer			1	80	80
					760
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
Reference Area			1	15	15
Files & Copy Aea			1	30	30
Fire Logs Storage			1	20	20
Personal Property Storage			1	70	70
					135
Total Program Area (Net Square Foot)					895
					0
					45
					0
					45
Subtotal of Adjustment Factors					5%
					132
Gross Floor Area					940

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Training Program Summary

PROJECT **FIRE and RESCUE - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area
Emergency Operations/Meeting Rm	space for (25-50 persons)	a	1	800	800
					800
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Reference Storage		1	0	0
					0
Total Program Area (Net Square Foot)					800
					0
					40
					0
Subtotal of Adjustment Factors					5%
Gross Floor Area					840

General Comments and Notes: 0

-
- a. Meeting space for 50 people at 15 sf / person = 800 sf
- b.
- c.
- d.

Building Services

Program Summary

PROJECT **FIRE and RESCUE - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Mechanical Room	equipment	1	200	200
	Electrical Room	meter and panels	1	150	150
	Sprinkler Room		1	50	50
					400

Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
			1		0

					0
Total Program Area (Net Square Foot)					400
					0
					20
					0
Subtotal of Adjustment Factors					20
Gross Floor Area					420

General Comments and Notes:	55
------------------------------------	----

-
- a.
- b.
- c.
- d.

Facility Program

FACILITY **PETERBOROUGH PUBLIC WORKS**
CLIENT **Peterborough, NH**
PROJECT **Municipal Facility Study**

Public Works Department Information

- Staff

full time staff - 13

- Major Functional Requirements

General
Staff Areas
Vehicle Garage Bays
Maintenance
Building Services

- Secondary Functional Requirements

Other Requirments

Outside Parking for Pump Island	30 vehicles bulk fuel storage for vehicles (4000 gallons)
------------------------------------	--

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **PUBLIC WORK - New Facility**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

FACILITY PROGRAM			
Major Functional Areas	Description	Notes	Proposed Area
General	general public functions		690
Staff Areas	staff administrative functions		1,355
Vehicle Garage Bays	vehicle storage		12,915
Maintenance	general work areas		5,712
Building Services	mechanical & electrical		462
Total Program Area (Net Square Foot)			21,134
	Wall and Chase Factor	5%	1,057
	Circulation Factor	2%	423
	Schematic Design SF Factor	10%	2,113
Subtotal of Adjustment Factors			3,593
Gross Floor Area			24,726

Project Budget Summary			
	Construction Description	Cost/SF	Proposed Costs
	New Building (Shell and Finishes)	24,726 \$65	\$1,607,203
	Masonry	\$10	\$247,262
	Equipment	\$5	\$123,631
	Plumbing	\$5	\$123,631
	HVAC	\$10	\$247,262
	Electrical	\$15	\$370,893
	Means Cost Index (Median Construction)	\$110 per SF	

Project Summary of ALL Costs			
A	Building Costs		\$2,719,881
B	Fixed Equipment (% of A)	2%	\$54,398
C	Site Development Costs (% of A)	10%	\$271,988
D	TOTAL CONSTRUCTION COSTS		\$3,046,267
E	Moveable Furniture & Equipment (% of A)	2%	\$54,398
F	Professional Fees (% of D)	8%	\$243,701
G	Contingencies/Inflation (% of D)	10%	\$304,627
	TOTAL PROJECT COSTS		\$3,648,993

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **PUBLIC WORK - Renovation**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

FACILITY PROGRAM

Major Functional Areas	Description	Notes	Proposed Area
General	general public functions		690
Staff Areas	staff administrative functions		1,355
Vehicle Garage Bays	vehicle storage		12,915
Maintenance	general work areas		5,712
Building Services	mechanical & electrical		462
Total Program Area (Net Square Foot)			21,134
	Wall and Chase Factor	5%	1,057
	Circulation Factor	2%	423
	Schematic Design SF Factor	10%	2,113
Subtotal of Adjustment Factors			3,593
Gross Floor Area			24,726

Project Budget Summary

Construction Description	Cost/SF	Proposed Costs
New Building Shell and Finishes	14000 \$85	\$1,190,000
Masonry	\$5	\$123,631
Equipment	\$3	\$74,179
Plumbing	\$4	\$98,905
HVAC	\$7	\$173,083
Electrical	\$10	\$247,262
Renovation of Existing Building	10000 \$25	\$250,000

Means Cost Index (Median Construction) \$114 per SF

Project Summary of ALL Costs

A	Building Costs	\$77	\$1,907,060
B	Fixed Equipment (% of A)	2%	\$38,141
C	Site Development Costs (% of A)	5%	\$95,353
D	TOTAL CONSTRUCTION COSTS		\$2,040,554
E	Moveable Furniture & Equipment (% of A)	2%	\$38,141
F	Professional Fees (% of D)	8%	\$163,244
G	Contingencies/Inflation (% of D)	10%	\$204,055
TOTAL PROJECT COSTS			\$2,445,995

Public Program Summary

FACILITY **PETERBOROUGH PUBLIC WORKS**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Entry Vestibule	airlock	1	50	50
	Conference Rm	seminars & staff conferences	1	500	500
					550
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Public Toilet		1	50	50
					50
Total Program Area (Net Square Foot)					600
					0
					90
					0
Subtotal of Adjustment Factors					15%
					90
Gross Floor Area					690

General Comments and Notes:

-
- a. Meeting space for 30 people at 15 sf/person = 500 sf
- b.
- c.
- d.

Staff Areas

Program Summary

FACILITY **PETERBOROUGH PUBLIC WORKS**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Office	public work director	1	120	120
	Department Secretary	open area	1	100	100
	Future Staff	open area	1	100	100
	Lunch Room	staff	1	300	300
					620
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Copy Area/Forms Storage		1	50	50
	File and Record Storage		1	75	75
	Computer Equipment		1	50	50
					0
	Men Locker /shower Room	b	1	300	300
	Men Toilet Room		1	120	120
	Women Toilet Room		1	75	75
					670
Total Program Area (Net Square Foot)					1290
	Wall and Chase Factor				0
	Circulation Factor			5%	65
	Schematic Design SF Factor				0
Subtotal of Adjustment Factors				5%	65
Gross Floor Area					1355

General Comments and Notes:

-
- a. Lunch Room 15 persons at 20 sf/ person = 300 sf
- b. Locker Room for 30 lockers & 2 shower stalls = 300
- c.
- d.

Vehicle Garage Bays Program Summary

FACILITY **PETERBOROUGH PUBLIC WORKS**

Primary Areas	Description	Notes	Number	Area	Proposed Area	
	Vehicle Bays	20' x 30' typical bay	a	20	600	12000
					12000	
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area	
	Parts Storage Room		1	300	300	
					300	
Total Program Area (Net Square Foot)					12300	
					0	
Wall and Chase Factor					0	
Circulation Factor					615	
Schematic Design SF Factor					0	
Subtotal of Adjustment Factors					615	
Gross Floor Area					12915	

General Comments and Notes:

-
- a. Typ bay is 25 ft high
- b.
- c.
- d.

Maintenance Program Summary

FACILITY **PETERBOROUGH PUBLIC WORKS**

Primary Areas	Description	Notes	Number	Area	Proposed Area
Maintenance Shop	20' x 30' bays dimensions	a	2	600	1200
Maintenance Shop	20' x 75' bays dimensions	a	2	1500	3000
Equipment Wash Bay	20' x 40' bay dimensions	a	1	800	800
Welding Bay	20' x 30' bays dimensions	a	1	300	300
Sign Room & Barriades	20' x 30' bays dimensions	a	1	300	300

5600

Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
------------------------------	-------------	-------	--------	------	---------------

Total Program Area (Net Square Foot) 5600

Wall and Chase Factor	0
Circulation Factor	2%
Schematic Design SF Factor	0

Subtotal of Adjustment Factors 2% 112

Gross Floor Area 5712

General Comments and Notes:

-
- a. Typ bay is 25 ft high
- b.
- c.
- d.

Building Services

Program Summary

FACILITY **PETERBOROUGH PUBLIC WORKS**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Mechanical Room	boiler, a.c. equipment	1	250	250
	Electrical Room	meter and panels	1	120	120
	Sprinkler Room		1	70	70
					0
					440
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
					0
Total Program Area (Net Square Foot)					440
					0
					22
					0
Subtotal of Adjustment Factors					22
Gross Floor Area					462

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Facility Program

FACILITY **PETERBOROUGH WASTER WATER UTILITY DEPARTMENT**
CLIENT **Peterborough, NH**
PROJECT **Municipal Facility Study**

Public Works Department Information

- **Staff**
full time 5-8

- **Major Functional Requirements**

Waste Water Treatment
Staff Areas
Building Services

Storage Facilities

- **Secondary Functional Requirements**
Vehicle Garage

Other Requirments

Outside Parking for 6 vehicles

Program Summary

Program Summary

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **WASTE WATER TREATMENT PLANT - New Facility**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

Facility Program			1000	
Major Functional Areas	Description	Notes	200	Proposed Area
Waste Water Treatment	general functions			1,610
Staff Areas	staff administrative functions			2,237
Building Services	mechanical & electrical			1,155
Storage Facilities	general work areas			1,428
Total Program Area (Net Square Foot)				6,430
	Wall and Chase Factor	5%		321
	Circulation Factor	2%		129
	Schematic Design SF Factor	10%		643
Subtotal of Adjustment Factors			17%	1,093
Gross Floor Area				7,523

Vehicle Garage	vehicle storage			2,825
				10,347

Project Budget Summary			
	Construction Description	Cost/SF	Proposed Costs
Garage Storage Building	Building Shell and Finishes	\$90	254,205
Waste Water Treatment Facility	Building Shell and Finishes	\$80	\$601,825
	Masonry	\$15	\$112,842
	Equipment	\$5	\$37,614
	Plumbing	\$10	\$75,228
	HVAC	\$14	\$105,319
	Electrical	\$20	\$150,456
Means Cost Index (Median Construction)		\$144	per SF

Project Summary of ALL Costs

A	Building Costs	\$129	\$1,337,489
B	Fixed Equipment (% of A)	25%	\$334,372
C	Site Development Costs (% of A)	15%	\$200,623
D	TOTAL CONSTRUCTION COSTS		\$1,872,485
E	Moveable Furniture & Equipment (% of A)	5%	\$66,874
F	Professional Fees (% of D)	12%	\$224,698
G	Contingencies/Inflation (% of D)	10%	\$187,248
TOTAL PROJECT COSTS			\$2,351,306

Waste Water Treatment Program Summary

FACILITY **PETERBOROUGH WASTER WATER UTILITY DEPARTMENT**

Primary Areas	Description	Notes	Number	Area	Proposed Area	
	Pump Rm	waste water treatment	a	1	1000	1,000
	Wet Well Rm	waste water treatment	b	1	200	200
						-
						-
					1,200	
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area	
	Chemical Storage Room		1	100	100	
	PLC Center	electrical transformers	1	100	100	
					200	
Total Program Area (Net Square Foot)						1,400
					Wall and Chase Factor	-
					Circulation Factor	15%
					Schematic Design SF Factor	-
Subtotal of Adjustment Factors					15%	210
Gross Floor Area						1,610

General Comments and Notes:

-
- a. Existing Pump Room is approximately 400 sf and is planned to remain in service (new space)
- b. Existing Wet Well Room is approximately 400 sf and is planned to remain in service
- c.
- d.

Staff Areas

Program Summary

FACILITY **PETERBOROUGH WASTER WATER UTILITY DEPARTMENT**

Primary Areas	Description	Notes	Number	Area	Proposed Area
Office	utility supt		1	100	100
Staff Work Area	open area		1	1,000	1,000
Main Computer Terminal	staff		1	200	200
Staff Conference/Lunch Room	staff	a	1	150	150
Laboratory	waste water treatment		1	200	200
					1,650
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Copy Area/Forms Storage		1	15	15
	File and Record Storage		1	50	50
	Computer Equipment		1	20	20
	Men Locker /shower Room	b	1	150	150
	Men Toilet Room		1	60	60
					295
Total Program Area (Net Square Foot)					1,945
					-
					292
					-
Subtotal of Adjustment Factors					15%
					292
Gross Floor Area					2,237

General Comments and Notes:

-
- a. Lunch Room 6 persons at 25 sf/ person = 150 sf
- b. Locker Room for 10 lockers & 1 shower stalls = 150
- c.
- d.

Storage Facilities

Program Summary

FACILITY **PETERBOROUGH WASTER WATER UTILITY DEPARTMENT**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	General Storage Room		1	200	200
	Equipment Storage Room		1	1000	1,000
	Parts Storage Room		1	200	200
					-
					1,400

Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
------------------------------	-------------	-------	--------	------	---------------

					-
Total Program Area (Net Square Foot)					1,400
Wall and Chase Factor					-
Circulation Factor					28
Schematic Design SF Factor					-
Subtotal of Adjustment Factors					28
					2%
Gross Floor Area					1,428

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Building Services

Program Summary

FACILITY **PETERBOROUGH WASTER WATER UTILITY DEPARTMENT**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Mechanical Room	boiler, a.c. equipment	1	100	100
	Electrical Room	meter and panels	1	1000	1,000
				200	-
					-
					1,100
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area

					-
Total Program Area (Net Square Foot)					1,100
					-
Wall and Chase Factor					-
Circulation Factor					5%
Schematic Design SF Factor					-
Subtotal of Adjustment Factors					5%
Gross Floor Area					1,155

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Facility Program

FACILITY **PETERBOROUGH RECREATION DEPARTMENT**
CLIENT **Peterborough, NH**
PROJECT **Municipal Facility Study**

Recreation Department Information

- Major Functional Requirements

Main Administrative Offices

Garage for Vehicles & Equipment Storage

Pool Facilities

- Secondary Functional Requirements

Parking

Expanded Ball Fields

Ice Hockey Rink

Other Requirments

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **RECREATION DEPARTMENT - Renovated Facilities**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

Facility Program			
Major Functional Areas	Description	Notes	Proposed Area
Recreation Dept Main Offices	general public functions		2,756
Recreation Pool Facilities	pool and recreation space		5,415
Recreation Garage Storage	vehicle storage		2,389
Total Program Area (Net Square Foot)			10,560
	Wall and Chase Factor	5%	528
	Circulation Factor	10%	1,056
	Schematic Design SF Factor	10%	1,056
Subtotal of Adjustment Factors			2,640
Gross Floor Area			13,199

Project Budget Summary				
	Construction Description	SF	Cost/SF	Proposed Costs
Recreation Dept Main Offices	Renovate & Expand Existing Building	1200	\$135	\$162,000
Recreation-Pool Facilities	Renovate & Expand Existing Building	2500	\$90	\$225,000
	Masonry		\$5	\$6,000
	Equipment		\$5	\$6,000
	Plumbing		\$20	\$24,000
	HVAC		\$15	\$18,000
	Electrical		\$18	\$21,600
	Means Cost Index (Median Construction)		\$153	per SF
Recreation Garage Storage Building	New Building (Shell and Finishes)	2986	\$90	\$268,734
Recreation Athletic Fields	Relocate Bishop Field			Not Included

Project Summary of ALL Costs

A	Building Costs	\$109		\$731,334
B	Fixed Equipment (% of A)	2%		\$14,627
C	Site Development Costs (% of A)	6%		\$43,880
D	TOTAL CONSTRUCTION COSTS			\$789,841
E	Moveable Furniture & Equipment (% of A)	2%		\$14,627
F	Professional Fees (% of D)	10%		\$78,984
G	Contingencies/Inflation (% of D)	10%		\$78,984
	TOTAL PROJECT COSTS			\$962,436

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **RECREATION DEPARTMENT - New Facilities**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

Facility Program			
Major Functional Areas	Description	Notes	Proposed Area
Recreation Dept Main Offices	general public functions		2,756
Recreation Pool Facilities	pool and recreation space		5,415
Recreation Garage Storage	vehicle storage		2,389
Total Program Area (Net Square Foot)			10,560
	Wall and Chase Factor	5%	528
	Circulation Factor	10%	1,056
	Schematic Design SF Factor	10%	1,056
Subtotal of Adjustment Factors			2,640
Gross Floor Area			13,199

Project Budget Summary				
	Construction Description	SF	Cost/SF	Proposed Costs
Recreation Dept Main Offices	New (Building Shell and Finishes)	3445	\$100	\$344,531
	Masonry		\$2	\$6,891
	Equipment		\$2	\$6,891
	Plumbing		\$6	\$20,672
	HVAC		\$12	\$41,344
	Electrical		\$16	\$55,125
	Means Cost Index (Median Construction)		\$138	per SF
Recreation -Pool Facilities	New Building (Shell and Finishes)	5415	\$158	\$855,491
Recreation Garage Storage Building	New Building (Shell and Finishes)	2986	\$90	\$268,734
Recreation Athletic Fields	Relocate Bishop Field			Not Included
	New Fields @ Sewer Lagoon			Not Included
Project Summary of ALL Costs				
A	Building Costs		\$135	\$1,599,679
B	Fixed Equipment (% of A)		5%	\$79,984
C	Site Development Costs (% of A)		10%	\$159,968
D	TOTAL CONSTRUCTION COSTS			\$1,839,630
E	Moveable Furniture & Equipment (% of A)		2%	\$31,994
F	Professional Fees (% of D)		10%	\$183,963
G	Contingencies/Inflation (% of D)		10%	\$183,963
TOTAL PROJECT COSTS				\$2,239,550

Public Program Summary

FACILITY **PETERBOROUGH RECREATION DEPARTMENT**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Public Entry & Lobby		1	150	150
	Public Contrence Room		1	600	600
					750
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Public Toilets		2	50	100
	Kitchen		1	100	100
	Storage		1	100	100
					300
Total Program Area (Net Square Foot)					1050
				Wall and Chase Factor	0
				Circulation Factor	10%
				Schematic Design SF Factor	0
Subtotal of Adjustment Factors					10%
Gross Floor Area					1155

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Administrative Program Summary

FACILITY **PETERBOROUGH RECREATION DEPARTMENT**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Recreation Director Office		1	175	175
	Program Coordinator Office		1	150	150
	Department Secretary		1	120	120
	Future Staff		1	150	150
					595
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Copy Area/Forms Storage		1	75	75
	File and Record Storage		1	125	125
	Break Room/Conferences		1	175	175
					0
	Staff Toilet		1	55	55
					430
Total Program Area (Net Square Foot)					1025
				Wall and Chase Factor	0
				Circulation Factor	51
				Schematic Design SF Factor	0
				Subtotal of Adjustment Factors	51
				Gross Floor Area	1076

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Vehicle & Equipment Storage

Program Summary

FACILITY **PETERBOROUGH RECREATION DEPARTMENT**

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Vehicle Garage	vehicle storage	5	175	875
	Trailer Storage		1	200	200
	Future Vehilce		1	200	200
					1275
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Equipment Parts & Storage		1	1000	1000
					1000
Total Program Area (Net Square Foot)					2275
					0
					114
					0
Subtotal of Adjustment Factors					114
Gross Floor Area					2389

General Comments and Notes:

-
- a.
- b.
- c.
- d.

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **SWIMMING POOL BUILDING - New Facility**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

Facility Program			
Major Functional Areas	Description	Notes	Proposed Area
Recreation Facilities	program space		2700
Pool Facilities	pools & equipment space		1465
Total Program Area (Net Square Foot)			4165
	Wall and Chase Factor	5%	208
	Circulation Factor	15%	625
	Schematic Design SF Factor	10%	417
Subtotal of Adjustment Factors			1250
Gross Floor Area			5,415

Project Budget Summary				
	Construction Description	SF	Cost/SF	Proposed Costs
Recreation Pool Building	Building Shell and Finishes	5415	\$100	\$541,450
	Masonry		\$10	\$54,145
	Equipment		\$5	\$27,073
	Plumbing		\$10	\$54,145
	HVAC		\$15	\$81,218
	Electrical		\$18	\$97,461
	Repairs & Upgrades to Public Pool		Allowance	\$100,000
	Means Cost Index (Median Construction)		\$158 per SF	

Project Summary of ALL Costs

A	Building Costs			\$855,491
B	Fixed Equipment (% of A)		5%	\$42,775
C	Site Development Costs (% of A)		12%	\$102,659
D	TOTAL CONSTRUCTION COSTS			\$1,000,924
E	Moveable Furniture & Equipment (% of A)		5%	\$42,775
F	Professional Fees (% of D)		10%	\$100,092
G	Contingencies/Inflation (% of D)		10%	\$100,092
TOTAL PROJECT COSTS				\$1,243,884

Public Pool Facilities

Program Summary

FACILITY **SWIMMING POOL BUILDING - New Facility**

Primary Areas	Description	Notes	Number	Area	Proposed Area	
	Public Lockers & Toilets		2	500	1000	
	Public Toilet Rooms		2	150	300	
	Recreation Space		1	1000	1000	
	Public Refreshment & Snack Bar		1	400	400	
					2700	
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area	
	Equipment Parts & Storage		2	300	600	
	Pool Mechanical Room		1	300	300	
	Janitor Room		1	65	65	
	Staff Locker Rooms/Toilets		2	250	500	
					1465	
Total Program Area (Net Square Foot)					4165	
				Wall and Chase Factor	0%	0
				Circulation Factor	0%	0
				Schematic Design SF Factor	0%	0
Subtotal of Adjustment Factors					0%	0
Gross Floor Area					4165	

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Facility Program

FACILITY SAFETY CENTER (Police and Fire) - New Facility
CLIENT Peterborough, NH
PROJECT Municipal Facility Study

Police Department Information

- Police Officers & Staff

Full Time - 17

- Fire Officers & Staff

Full Time - 1

Part Time - 3

On Call Volunteers - 50

- Service Population

Fire 6500

Ambulance 15,000

Police 12 - 13,000

- Major Functional Requirements

Common Functions

Public

Administrative

Common Building Services

Common Police/Fire Functions

Police Functions

Police Officers

Juveniles/Children Holding Areas

Adult Holding Areas

Police Storage

Sally Port

Fire Functions

Fire Fighters

Fire Apparatus

Fire Equipment Storage

Future Space

Walls, Circulation, Schematic Design Factors

Other Requirments

Outside Parking for	50 vehicles for volunteer fire fighters
Outside Parking for	10 vehicles for police
Outside Storage for	8 impounded cars

Covered Parking Police Vehicles	5 vehicles plus 1 future
Cleaning Vehicles	1 vehicle bay

PROJECTED FACILITY PROGRAM & PROJECT BUDGET

FACILITY **SAFETY CENTER (Police and Fire) - New Facility**
 CLIENT **Peterborough, NH**
 PROJECT **Municipal Facility Study**

Facility Program				
Major Functional Areas	Description	Notes	Proposed Area	Total Proposed Area
Public	general public functions		765	
Administrative	support staff & record keeping		1,470	
Common Building Services	mechanical & electrical		977	3,211
Common Police/Fire Functions	training and fitness		1,760	1,760
Police Officers	investigative & police matters		2,016	
Juveniles/Children Holding Areas	private separate area from adults		310	
Adult Holding Areas	secure area		955	
Police Storage	equipment & long term records		1,470	
Sally Port	secure area		525	5,275
Fire Fighters	offices, bunk room		2,657	
Fire Apparatus	vehicle garage		6,920	
Fire Equipment Storage	fire fighter equipment		1,801	11,377
Future Shell			-	-
Total Program Area (Net Square Foot)				21,624
	Wall and Chase Factor	5%		1,081
	Circulation Factor	5%		1,081
	Schematic Design SF Factor	10%		2,162
Subtotal of Adjustment Factors 20%				4,325
Projected Gross Floor Area Required				25,948 sf

Police Vehilces Garage	vehicle storage	1548
------------------------	-----------------	------

Project Budget Summary			
Construction Description	Cost/SF	Proposed Costs	
New Building (Shell and Finishes)	\$80	\$2,075,856	
Masonry	\$25	\$648,705	
Equipment	\$10	\$259,482	
Plumbing	\$14	\$363,275	
HVAC	\$14	\$363,275	
Electrical	\$22	\$570,860	
Means Cost Index (Median Construction)	\$165	per SF	
Police Vehicle Garage	\$105	\$162,540	

Project Summary of ALL Costs

A	Building Costs	\$ 162	\$4,443,993
B	Fixed Equipment (% of A)	6%	\$266,640
C	Site Development Costs (% of A)	10%	\$444,399
D	TOTAL CONSTRUCTION COSTS		\$5,155,032
E	Moveable Furniture & Equipment (% of A)	4%	\$177,760
F	Professional Fees (% of D)	10%	\$515,503
G	Contingencies/Infilation (% of D)	10%	\$515,503
TOTAL PROJECT COSTS			\$6,363,798

Public Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Entry Vestibule	airlock	1	125	125
	Waiting Area	space for the public to wait	1	125	125
	Conference (press) Rm	visitors & staff conferences	1	300	300
					0
					0
					550
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Public Toilet	Men & Women	2	55	110
	Janitor Closet		1	35	35
					145
Total Program Area (Net Square Foot)					695
		Wall and Chase Factor			0
		Circulation Factor		10%	70
		Schematic Design SF Factor			0
Subtotal of Adjustment Factors					70
Gross Floor Area					765

General Comments and Notes:

-
- a. Common vestibule
- b. Common waiting area for all visitors
- c. Common/Multi-Use space for both staff & visitors

Administrative Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Dispatch	a	1	300	300
	Administrative-Police	b	1	200	200
	Administrative-Fire	c	1	200	200
					0
					0
					0
					0
					700
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Copy Area/Forms Storage	d	1	150	150
	File and Record Storage	e	2	200	400
	Mobile Data Equipment	d	1	150	150
					700
Total Program Area (Net Square Foot)					1400
	Wall and Chase Factor				0
	Circulation Factor			5%	70
	Schematic Design SF Factor				0
Subtotal of Adjustment Factors					70
Gross Floor Area					1470

General Comments and Notes:

-
- a. Common dispatch area (joint staff)
- b. Police administrative staff
- c. Fire administrative staff
- d. Shared space
- e. Individual file storage area for police and fire

Building Services

Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Mechanical Room	boiler, a.c. equipment	2	200	400
	Electrical Room	meter and panels	1	150	150
	Sprinkler Room		1	80	80
					0
					0
					0
					630
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Electrical Sub Panel Room	sub panels	2	50	100
	Mechanical Sub Panel Room		2	50	100
	Janitor Room/Storage		2	50	100
					300
Total Program Area (Net Square Foot)					930
	Wall and Chase Factor				0
	Circulation Factor			5%	47
	Schematic Design SF Factor				0
Subtotal of Adjustment Factors					5%
					47
Gross Floor Area					977

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Common Police Fire Areas

Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
Seminar/Training/Command Center	training space	a	1	1000	1000
Fitness Room	exercise equipment	b	1	600	600
					1600
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area

					0
Total Program Area (Net Square Foot)					1600
					0
					160
					0
Subtotal of Adjustment Factors					160
Gross Floor Area					1760

General Comments and Notes:

-
- a. Space calculation based on 40 persons x 20 sf/ person = 800 sf + 200 sf for Storage= 1000 sf
- b. Space for exercise equipment

Police Officers Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Police Chief Office		1	145	145
	Police Lt Office		1	120	120
	Police Officer Office-1		1	90	90
	Police Officer Office-2		1	90	90
	Police Officer Office-3		1	90	90
	Police Officer Office-4		1	90	90
	Police Officer Office-future		1	90	90
	Squad Room		1	300	300
	Conference Room		1	120	120
					1135
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Evidence Room		1	135	135
	Armory		1	75	75
	Men Locker/Shower Rm	a	1	200	200
	Men Toilet Rm	b	1	150	150
	Women Locker/Shower Rm	c	1	120	120
	Women Toilet Rm	d	1	80	80
	Janitor		1	25	25
					785
Total Program Area (Net Square Foot)					1920
	Wall and Chase Factor				0
	Circulation Factor			5%	96
	Schematic Design SF Factor				0
Subtotal of Adjustment Factors					96
Gross Floor Area					2016

General Comments and Notes:

- a. Men lockers (20 lockers @ 10 sf each) = 200 sf
- b. Men toilet room and (2) showers
- c. Womenlockers (6 lockers @ 10 sf each) = 60 sf + Showers
- d. Women police toilet room and showers (2)

Juvenile Holding Areas

Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Child's Integration		1	125	125
	Juvenile Holding Cell		1	100	100
					0
					0
					0
					0
					225
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Toilet Room		1	70	70
					0
					70
Total Program Area (Net Square Foot)					295
		Wall and Chase Factor			0
		Circulation Factor		5%	15
		Schematic Design SF Factor			0
Subtotal of Adjustment Factors				5%	15
Gross Floor Area					310

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Adult Holding Areas

Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Booking & Search Room		1	150	150
	Identification Room		1	75	75
	Intoxication Room		1	75	75
	Adult Cells		4	60	240
	Isolation Cell		1	120	120
					660
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	General Open Area		1	100	100
	Laundry/Shower Area		1	70	70
					0
					170
Total Program Area (Net Square Foot)					830
					170
					125
					0
Subtotal of Adjustment Factors					125
Gross Floor Area					955

General Comments and Notes:

-
- a.
- b.
- c.
- d.

Police Vehicle Storage

Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
Covered Police Vehicles	police vehile storage bay	a	5	170	850
Trailer Storage	radar trailer		1	100	100
Future Vehilce	police vehile storage bay		1	170	170
					0
					0
					0
					1120
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Cleaning Vehicle Bay		1	170	170
					0
					170
Total Program Area (Net Square Foot)					1290
					65
Wall and Chase Factor				5%	65
Circulation Factor				5%	65
Schematic Design SF Factor				10%	129
Subtotal of Adjustment Factors					258
Gross Floor Area					1548

General Comments and Notes:

-
- a. parking space 170 sf per vehicle
- b.
- c.
- d.

Fire Fighters Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
	Command Center	communications	1	80	80
	Captain Office	office	1	150	150
	Lieutenant Office		2	85	170
	Fire Inspector		1	80	80
	Supt Fire Alarm		1	80	80
	Public Information Officer		1	80	80
	Conference Room		1	120	120
					760
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
	Day Room	hanging out/feeding staff	a	1	600
	Kitchen/Prep/Storage	food preparation		1	200
	Bunk Room	15 bunks w/ toilet & shower	b	1	500
	Men Toilet Rm & Showers			1	175
	Men Locker Rm		c	1	120
	Women Toilet Rm & Showers			1	100
	Women Locker Rm		d	1	50
	Janitor Closet			1	25
					0
					0
					0
					0
					1770
Total Program Area (Net Square Foot)					2530
					0
					127
					0
Subtotal of Adjustment Factors					127
Gross Floor Area					2657

General Comments and Notes:

-
- a. Space for fire fighters to hangout and prepare meals, etc. (40 occup x 15 sf = 600 sf)
- b. Bunk room based on 15 bunks, open plan at 30 sf / fire fighter
- c. Men lockers (20 lockers @ 10 sf each) = 200 sf
- d. Women lockers (5 lockers @ 10 sf each) = 50 sf

Fire Apparatus Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
Apparatus Bay	(2) main line pumper	b	2	640	1280
Apparatus Bay	ladder engine, command car	a	1	1280	1280
Apparatus Bay	tanker & squad cars	b	2	640	1280
Apparatus Bay	forest truck, 6 wheel ATV & boat	b	2	640	1280
Apparatus Bay	ambulance space	c	3	320	960
Apparatus Bay	future main line pumper	b	1	640	640
Apparatus Bay	future command car	d	1	200	200
					6920
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
					0
Total Program Area (Net Square Foot)					6920
					0
					0
					0
Subtotal of Adjustment Factors					0%
					0
Gross Floor Area					6920

General Comments and Notes:

- a. Typical Large Engine Garage Space 16 ft wide by 80 feet long = 1280 sf
- b. Typical Medium Engine Garage Space 16 ft wide by 40 feet long = 640 sf
- c. Typical Garage space for ambulance = 16 ft wide by 20 feet long = 320 sf
- d.

Fire Equipment Storage Program Summary

PROJECT SAFETY CENTER (Police and Fire) - New Facility

Primary Areas	Description	Notes	Number	Area	Proposed Area
Large Equipment Storage Room	fire fighter equipment		1	800	800
General Storage Room	combustibles		1	500	500
Equipment Maintenance Room			1	250	250
					0
					0
					0
					0
					1550
Support Spaces and Equipment	Description	Notes	Number	Area	Subtotal Area
Air Compressor Room			1	100	100
Medical Oxygen Tank Storage			1	35	35
Medical Storage			1	30	30
					165
Total Program Area (Net Square Foot)					1715
	Wall and Chase Factor				0
	Circulation Factor			5%	86
	Schematic Design SF Factor				0
Subtotal of Adjustment Factors					86
Gross Floor Area					1801

General Comments and Notes:

-
- a.
- b.
- c.
- d.

WV Engineering "Mechanical and Electrical System Report"

WELLER & MICHAL ARCHITECTS INC.



August 26, 2005

Re: **Peterborough Municipal Complex**
Peterborough, NH
Mechanical & Electrical Report
W.V. Engineers - WVA Project No. 04235

Police Department

Mechanical

The building is heated with an oil fired Weil McLain boiler (Model WG0-6). This boiler has a firing rate of 1.8 gph and an output of 218 MBH. The boiler and related equipment appears to be in good condition.

The building divided into three piping zones each with it's own circulator. The building is primarily heated with hot water baseboard radiation, each room is individually thermostatically controlled. There are a couple of lengths of electric baseboard radiation in various locations. A hot water unit heater is provided in the sally port. There are two 275 gallon vertical oil storage tanks located in the adjacent storage room.

The office area has a split type cooling system, York Model N2AHD020A06C with 5 ton condenser York Model H4DB060S06A. Both appear in good condition.

The fitness room is equipped with a package-through wall heat pump unit to provide heat as well as air conditioning. Unit appears in good condition.

A roof exhauster is provided for toilet/locker room exhaust. The evidence room is provided with a ceiling exhaust fan although there are complaints that the fan is not effective.

The building is fully sprinklered. There is a municipal water service with backflow prevention and dry alarm valve.

There is also a 1" domestic water service which appears not to be equipped with backflow prevention. Water is heating with a 40 gallon 3800/5500 watt electric heater. The heater appears to be in good condition and is equipped with a 3-way mixing valve. The domestic hot water system is not recirculated.

The main mens and womens toilet locker area are provided with tank type water closets , lavatories and showers. Fixtures appear to be in good condition and ADA compliant.

The holding cell are equipped with prison-ware type stainless steel fixtures with integral lavatory and water closet. Water is able to be shut-off from outside the cells.

Electrical

The police department resides within a building that was formerly the Public Service Company of NH office building in Peterborough, NH. The police station moved in approximately 10 years ago with renovations that occurred in 1995.

The building is equipped as a modern police station typical for small town police stations prior to 911. The building does not include specific bullet proof glass or bullet proof materials within walls which separate public areas from private areas.

The building also does not include sufficient secure storage for held evidence including fire arms, bicycles and other general purpose evidence.

The police station serves as a holding facility with incarcerated persons being transported to Hillsboro County Jail after booking and processing. The dispatch folks are on staff at this location from 8:00 a.m. to midnight. This is not a 24 hour/7 day per week 911 dispatch center. 911 calls go to the State first then redirected to Peterborough. Peterborough dispatch does not record calls at this location.

Processing which occurs here includes folks who are booked and then release on personal recognizance or bail. Transportation from Peterborough to Manchester includes transportation by County Sherriffs.

For booking and holding cell areas - there is no separation for juvenile, for men, or for women. There is one set of cells which hold all inmates.

When large incidents occur, inadequate separation results in the least aggressive persons being held in the adjacent conference room.

Single door sallyport not drive through, is located off the holding cell area.

The electric service for the building is a 400 amp, 3 phase, older equipment which appears to be from the original construction as a PSNH building. The building is provided with a standby propane gas fired generator. The unit is a Kohler 20 kW. The unit appears to be approximately 10 years old and in generally good to excellent condition. However, the enclosure has been severely damaged by snow plowing operations around the back of this building. This exposes part of the engine and equipment to increment weather and possible vandalism or sabotage. The unit enclosure should be repaired as soon as possible.

The electric demand information for the building would need to be provided in order for evaluation of existing service capacity to confirm that, that capacity is sufficient for the present use and for growth.

The distribution of receptacles throughout the building appears to be adequate for the present police functions. We did observe any excess use of extension cords or awkward location of equipment due to insufficient receptacles.

Replacement of the older GE panelboards should be considered as part of a 10 year renovation.

Lighting throughout the facility is typically surface mounted wraparound style fixtures. These appear to be new with the 1995 renovation, including T-8 lamps and electronic ballast and appear to be in good to excellent condition.

Holding cell light fixtures include vandal resistant corner mount style for detention spaces.

Fire alarm system within the building appears to be part of the 1995 renovations. The fire alarm pull stations, horn strobe appliances appear to meet current NFPA 72 and ADA Guidelines as these were enforced in 1995.

Communications for the building includes underground telephone service along with telephone service and CAT 5 wiring in the electric room extended out to work area outlets. Some of the wiring in the electric room is untidy but seems to be organized and labeled.

Camera systems in the sally-port and holding cell area is limited but sufficient for current needs.

Exterior lighting at the police facility and the outside/fenced enclosed impound area is limited to older/existing lighting. The site was not reviewed at night.

In general, electrical for the recently renovated building appears to be in good to excellent condition.

Fire & Rescue Department

Mechanical

The fire department building is heated with an American Standard oil fired cast iron boiler, Model 1B-J1PFA505. The name plate output is 786 MBH. The boiler is in fair condition.

Heating distribution is via two zone circulating pumps positioned on the zone return mains. Burner stages to maintain reset water temperature.

The office and training room areas are provided with baseboard radiation. There is no outside air ventilation for these areas.

The truck bays are heated with hot water unit heaters. There is no central or tail pipe exhaust systems.

The kitchenette area is provided with residential style appliances. The kitchen hood is also residential type and not NFPA 96 compliant.

The building is served by a 3/4" domestic water service. Fixtures in the shower/locker rooms include tank type water closets. Fixtures throughout are in poor condition.

Domestic hot water is heated via an indirect heat exchanger integral to the boiler room.

The building is fully sprinklered, served by a 6" water main and wet type alarm valve.

The building is also equipped with a 5 Hp recirculating compressor for shop and equipment use. The estimated capacity is approximately 25 cfm with a 100 gallon receiver.

A separate compressor is located in the truck bay for fully breathing apparatus.

Electrical

Site lighting around the fire station is minimal with some limited building mounted lighting and pole mounted lighting. This site has not been reviewed at night.

Electric service enters to the rear of the building to a 200 amp, 3 phase main panel with a meter located in the building. The meter, panel, standby generator, and other equipment are all located in a tight electric room. The main service is an older load center style with limited room for expansion.

The 120/208 volt, 3 phase, standby generator is new and appears to be good to excellent condition. The breaker has a rating of 25 KVA with a 90 amp, 3-pole breaker.

This generator capacity could likely serve the entire fire station needs under the present loading. With an expansion or renovation, added equipment and/or central air conditioning would not likely be supported by this generator.

The electrical distribution within the building is primarily original to the conversion from public works with some additions and modifications over time as needed.

The building air compressor for the fire truck air breaks is a antiquated unit which has performed well over years but should be considered for replacement.

A new Scott air compressor for providing fresh air to firemen air backpacks is located in the apparatus bay with an extension for fresh air intake to the outside of the building. The unit is new and in good to excellent condition.

Electrical wiring within the apparatus bay/garage are is not compliant with current NEC. Conduits which extend from below the garage area slab should be provided with hazardous location conduit seal fittings. Alternative approach would be to abandon these conduits and wiring and extend wiring from overhead and maintain 18 inches minimum clearance from the over head to the garage floor.

Lighting within the building includes a wide variety of ceiling mounted flourescent light fixtures including surface mounted utility type fixtures in the apparatus bays and lensed or wraparound type fixtures in offices and staff areas.

Flourescent lamping was replaced recently with energy retrofit T-8 lamps and electronic ballasts as part of a PSNH energy audit and incentive replacement program.

Fire alarm systems within the building is limited. A complete new fire alarm system with ADA compliant horns and strobes throughout the facility should be provided as part of any renovation project.

Communications wiring includes phone system wiring which is essentially original with the building conversion. Additional wiring including limited computer wiring has been added over time.

The staff has applied for grants for improved equipment including turnout gear, washing machine with dryer/extractor equipment. At present, equipment is hung in the boiler room to dry after cleanup.

At present, there is no hazmat shower or decontamination provisions at the fire station. The firemen use the Peterborough Hospital decontamination shower when required.

At present there is no central vehicle exhaust system. A grant application has been made to obtain this equipment.

The fire station is also used for various meetings including outside groups such as Cub Scouts. Path-of-egress, emergency lighting, and fire alarm improvements should be made in order to continue use of this space by staff or outside groups.

Receptacles located in the garage/apparatus bay areas should be ground fault circuit interrupter protected to comply with current codes in these damp or wet locations.

Public Works

Mechanical

The building is heated with what appears to be a new HB Smith oil fired boiler, Model 19H - 5 section, with a rated output of about 500 MBH.

The oil supply is stored in four 275 gallon above ground tanks located in an adjacent unrated exterior shed.

The building appears to be one pumping zone with distribution pump positioned on the supply main. Both high and low combustion air openings are provided, a backflow prevention device is located on the makeup water connection.

The building is primarily heated with hot water horizontal unit heaters. A waste oil heater is located and provides some heat for the shop area.

The office/break areas are equipped with baseboard radiation and through wall air conditioners.

There is a fuel dispensing facility, tanks are not protected with spill contaminant.

There is a combination sprinkler and domestic water service entrance. The building has 1" domestic water and 6" sprinkler mains; backflow prevention is not provided.

The building is provided with a complete system with wet type alarm valve.

Toilet facilities include tank type water closet, fixtures are not ADA compliant and in poor condition.

The kitchenette area is furnished with a stainless steel drop-in sink. We observed this sink being used as a janitors sink to rinse out mops.

Electrical

Outside lighting includes building mounted and yard pole mounted light fixtures. Exterior lighting coverage does not appear to be sufficient given the night time activities associated with winter snow plowing etc. Staff reports indicate that lighting is sufficient with truck headlights. We would recommend a review of the lighting at night with consideration of installing additional energy efficient cutoff style fixtures as opposed to glare producing flood light style fixtures.

Public works building is reported to be a 1970 era building. This story and ½ steel building is generally in fair to good condition. Electrical service includes an underground 400 amp, 3 phase, 4-wire service located at the south end of the main garage. The service equipment is located adjacent to the sprinkler entrance and includes a main disconnect switch and residential load center style panelboards for distribution. The 400 amp service is sufficient in size to provide the needs for the building now and into the future.

A 20 kW standby generator was installed in 2000 and presently backs up the entire building. The generator rating is not sufficient to backup the entire service if the entire service were fully loaded.

Distribution wiring within the building is predominantly original with the construction of the building. Some wiring addition have been installed to serve new or relocated equipment.

Some conduit work should be reattached/re-supported in compliance with current codes. Distribution panelboards located in the shop/repair area are wall mounted and presently have shop equipment located in front of the panel. Equipment should be relocated so that code required space is provided and maintained in front of these panels.

Ground fault circuit protection for receptacles located in the garage areas should be retrofit or replaced with ground fault protection equipment for personnel safety.

Lighting throughout the facility is surface mounted fluorescent fixtures. Fluorescent lamping was replaced recently with energy retrofit T-8 lamps and electronic ballasts as part of a PSNH energy audit and incentive replacement program.

Fire alarm system within the building is a self-contained system with modern ADA compliant horns and strobes. Placement and location of horn and strobes is not complete and does not comply with current NFPA 72 for complete building coverage. Building mounted heat detectors are installed in some area. Fire alarm review and upgrade should occur as a part of a comprehensive renovation of the building.

Communications wiring includes older phone service entrance as original with the building construction. Additional communications/phone/data wiring has been installed over time.

Recreational Center

The Recreational Center for the Town of Peterborough includes a series of buildings and sites located around town. The main facility includes ballfields, recreational department building, and tennis/swimming pool across the street from the ballfield area.

The recreation center office building was built in 1992 as relatively small and economically constructed building good for recreation staff office needs and small meetings etc. The location of the building

prohibits the expansion of either of the ballfields adjacent to it. These ballfields are not properly sized for full scale little league or Cal Ripkin use. Discussion on how to reconfigure these fields and buildings have been ongoing.

The building is served by electrical power overhead from PSNH to an electric room. The electrical panels are new with the 1992 construction of the building. Panels appears to be in fair to good condition.

Power distribution and receptacle locations within the building are adequate. Some extension cord use was noted. Additional receptacles have been added as needed over time.

Lighting consists primarily of surface mounted wraparound fixtures. The building communication systems include phone and CAT 5 wiring and appear to be in good serviceable condition. No specific recommendations for improvements to this recreation office building are being made at this time.

The swimming pool building, pool, and underground pump room were construction in 1936. The pool pump room and bathhouse have all outlived their useful life with todays modern pool equipment, facility design and ADA Guidelines being key issues to overcome with these existing facilities. The underground pump room has been well maintained by the staff over the years and is in fair to good condition. Monitoring of the process and equipment has been ongoing.

Access to the pool, pool locker rooms and adjacent spaces for ADA compliance is limited. Wooden ramps and passing through a series of gates would be required for wheelchair bound occupants. The building does not include ADA compliant fire alarm systems. There are ADA compliant toilet facilities within the concession/team room side of the building. The team room/concession side of the building also includes a small food prep kitchen with 3-bowl sink, popcorn machine, microwave ovens etc. No open top cooking or grilling occurs within this facility. The kitchenette also includes free standing freezer and cooler equipment.

Pool room lighting includes surface mounted incandescent and flourescent fixtures in fair to poor condition. Heating and ventilation is limited in these areas and should be totally replaced as part of a comprehensive renovation or replacement of this aged facility.

Exterior lighting around the pool areas includes pole mounted utility style flood lights which are non-cutoff style. The facility has not been viewed at night to confirm effectiveness of these light fixtures.

Public Beach Bathhouse

The public beach bathhouse is a small bathhouse with small meeting room and publicly accessible toilet facilities. The toilet facilities include ADA compliant sink and tank type toilets with grab bars and sufficient space/access for wheelchair bound users.

The buildings are provided with flourescent lighting and appear to be in fair to good condition.

END