

# Spatial Needs Assessment

For the  
South Hadley Electric Light Department



FIBERSPRING



December 2, 2024



CAOLO & BIENIEK ASSOCIATES, INC.

ARCHITECTURE · PLANNING · INTERIOR DESIGN

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**SUMMARY OF SHELD SPACE NEEDS**

## SHELD ADMINISTRATION

Board of Commissioners Meeting Room:	340 NSF
General Manager's Office:	260 NSF
Administrative Services Specialist's Office:	180 NSF
Financial Manager's Office:	170 NSF
Accounting Office:	200 NSF
Customer Service & Marketing Manager's Office:	160 NSF
Customer Service / Sales & Billing Rep's Office:	120 NSF
Customer Service Reps (3):	280 NSF
I.T. & Systems Support Manager Office:	120 NSF
I.T. & Business Systems Generalist Office:	120 NSF
Small Administrative Meeting Room:	180 NSF
Mail / Copy Room / Swing Space:	180 NSF
Lobby / Vestibule:	250 NSF
Conference Room:	150 NSF
Records / Archive Storage:	170 NSF
Administrative Lunch Room:	250 NSF
<u>Administration Restrooms:</u>	<u>250 NSF</u>
SUBTOTAL ADMINISTRATION SPACE NEEDS:	3,380 NSF.

## SHELD OPERATIONS

Director of Operations:	200 NSF
Engineer's Office:	140 NSF
E.I.T. & GIS / CADD Tech's Office:	200 NSF
Telecom & Electric Meter Manager's Office:	160 NSF
Telecom Network Supervisor's Office:	120 NSF
Fiber Optic Telecom Technicians / Workroom:	800 NSF
Fiber Optic Head- End:	240 NSF
Meeting / Training Room / E.O.C:	1,100 NSF
Training Room Storage:	80 NSF
E.O.C. Storage:	80 NSF
Operations Manager's Office:	170 NSF
Working Foreperson's Office:	120 NSF
Chief Linesmen (2) Workstations:	See Linesmen's Day Room
Electrician / Customer Service Workstation:	See Linesmen's Day Room
Electrical Maintenance Tech's Workstation:	See Linesmen's Day Room
Linesmen's Day Room & Workstations:	900 NSF
Operations Lunch Room:	260 NSF
Toilets / Lockers / Showers:	480 NSF
<b>Garage / Truck Bays (14):</b>	<b>11,700 NSF</b>
Inventory Control Clerk Workstation:	See Linesmen's Day Room
<b>Warehouse / Inventory Storage:</b>	<b>9,600 NSF</b>
Building Maintenance/ Janitor:	150 NSF

Electrical & Emergency Electrical Rooms:	240 NSF
Communications / Data Room:	140 NSF
Mechanical Room:	300 NSF
Sprinkler Room:	120 NSF
Elevator & Elevator Machine Room:	230 NSF
Stairs (Min. 2) x 2 Floors:	800 NSF

**SUBTOTAL OPERATIONS SPACE NEEDS:** 28,270 NSF

**SUBTOTAL SHIELD SPACE NEEDS (NET SF.):** **31,650 NSF.**

Garage + Warehouse NSF:  
 11,700 NSF + 9,600 NSF = 21,300 NSF  
 Add 5% Net to Gross factor for walls & structure: x 1.05

Garage + Warehouse GSF: 22,370 GSF

Administration + Operations NSF:  
 31,650 NSF - 21,300 NSF = 10,350 NSF  
 Add 30% Net to Gross factor for walls, structure & circulation: x 1.30

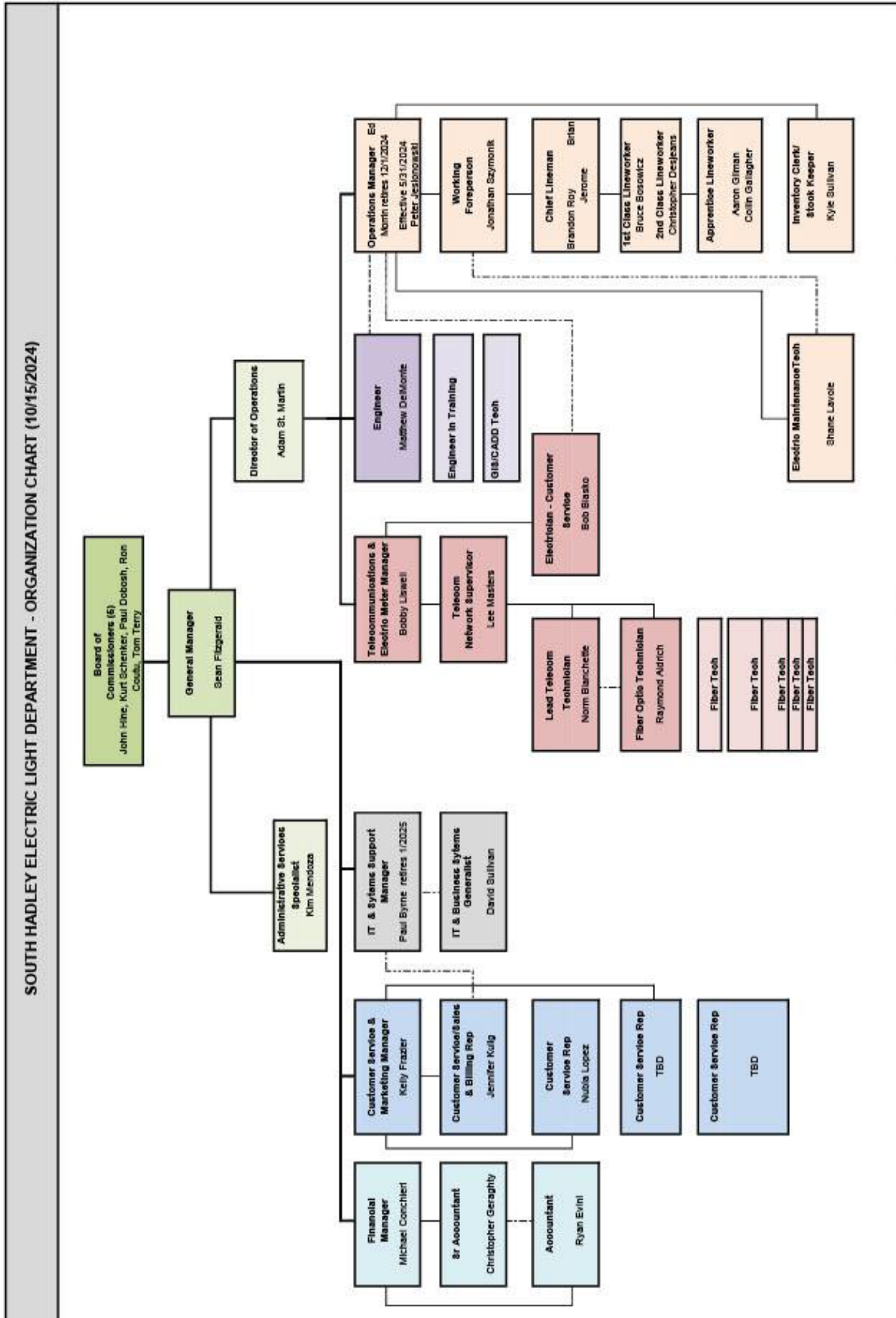
Administration + Operations GSF: 13,460 GSF

**TOTAL ESTIMATED SHIELD SPACE NEEDS (GROSS SF.):** **35,830 GSF**

Basis of Assessment: Partial Two Story / New Single Use Facility

#### EXTERIOR OPERATIONS

Equipment Yard Est.:	60,000 SF
Covered Outdoor Equipment Storage Est.:	8,000 SF
Fuel Dispensing / Fuel Storage Est.:	2,500 SF
Visitor and Employee Parking (34-40 spaces) Est.:	21,000 SF



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Space: **Board of Commissioners** Staff: N/A

Supervisor: N/A Total Staff: (5) Five and Guests

Function / Description: Direct Policy and Oversee Operations of SHELD **Area Required: 340 S.F.**

Hours: Monthly board meeting @ 6:00 p.m.  
General Administrative Meeting Space, 8:00 a.m. – 4:30 p.m. Previous Areas: 290 S.F.

Adjacencies: Adjacent to General Manager  
Adjacent to Administrative Service Specialists

Special Features: Executive Board / Conference Room  
Proximity to Lobby or separate entrance

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Furniture / Fixtures / Equipment:

Conference table and chairs (10 min.)  
Ceiling projector and screen  
Smart board  
Whiteboard  
TV monitor & DVD player  
Wall map rail  
Bookcase(s)  
Storage Cabinets  
Counter/cabinets w/refrigerator, coffee maker & microwave oven  
Sink (Handicap Accessible)  
Coat closet

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone / Data  
Sink / Plumbing  
Wall mounted TV/ Monitor  
CATV  
Access Control Card Reader



Space:	<b>General Manager</b>	Staff:	Sean Fitzgerald
Supervisor:	Board of Commissioners	Total Staff:	(1) One and Guests
Function / Description:	Leadership of SHELD Operations and Operational Support	<b>Area Required:</b>	<b>260 S.F.</b>
Hours:	8:00 a.m. – 4:30 p.m., On-Call	Previous Areas:	235 S.F.
Adjacencies:	Adjacent to Administrative Service Specialist Adjacent to Board Conference Room Proximity to Financial Manager		
Special Features:	Private Office Space Exterior location and windows Optional separate entrance		

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Furniture / Fixtures / Equipment:

- Executive workstation, chair and credenza
- Guest chairs (2)
- Conference table and chairs (4)
- Smart board, whiteboard
- File cabinets (2-3)
- Bookcase
- Couch
- Computer / Printer
- Wall mounted TV / monitor
- Fire resistant file cabinet for secure records
- CCTV / Security camera monitor

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Lighting controls
- Telephone/data
- Internet service
- CATV
- Access Control Card Reader

Space: **Administrative Service Specialist** Staff: Kim Mendoza

Supervisor: General Manager Total Staff: (1) One and Guests

Function / Description: Administrative Support Duties to the General Manager and Engineer **Area Required: 180 S.F.**

Hours: 8:30 a.m. – 4:30 p.m. Previous Areas: 114 S.F.

Adjacencies: Adjacent to General Manager  
Adjacent to Board Conference Room  
Proximity to Office Financial Manager  
Proximity to Customer Service & Marketing Manager  
Proximity to Bookkeeper / Accountant

Special Features: Private Administrative Office  
Visitor / Waiting area for General Manager  
Control access to General Manager  
Access to Board Conference Room

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Furniture / Fixtures / Equipment:

Administrative workstation: desk, chair  
Computer / Printer  
Scanner  
Fax machine  
(3-4) File cabinets  
(2) Guest chairs  
Side table  
Storage for office supplies

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone / Data  
Access Control Card Reader

Space: **Financial Manager’s Office** Staff: Michael Conchieri

Supervisor: General Manager. Total Staff: (1) One Manager

Function / Description: Management of SHELD Finances & Financial Staff **Area Required: 170 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 150 S.F.

Adjacencies: Adjacent to Accounting Office  
Proximity to Customer Service  
Proximity to General Manager  
Proximity to Administrative Service Specialist

Special Features: Private Office Space  
Proximity to Small Meeting room

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Furniture / Fixtures / Equipment:

Administrative workstation, chair and credenza  
Meeting table and chairs (2-4)  
Computer  
Local printer  
Scanner  
(3-4) File cabinets

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/data  
CCTV Monitor  
Access Control Card Reader

Space: **Accounting Office** Staff: Ryan Evini

Supervisor: Financial Manager Total Staff: (2) Two

Function / Description: Manages Accounts, Purchasing, Payroll, Financial Statements **Area Required: 200 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 70 S.F.

Adjacencies: Proximity to Financial Manager  
Proximity to Customer Service & Marketing Manager  
Proximity to Customer Service / Sales & Billing Rep

Special Features: Shared Office Space for (2): Sr. Accountant & Accountant  
Access to Records / Archive Storage  
Visitor / Vendor contact: low

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Furniture / Fixtures / Equipment:

Two (2) workstations and chairs  
Guest chair  
Computers  
Local printer  
Scanner  
4-5 file cabinets  
Bookcase

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/ data  
Access Control Card Reader

Space: **Customer Service & Marketing Manager** Staff: Kelly Frazier

Supervisor: General Manager. Total Staff: (1) One

Function / Description: Management of Customer Services and Business Marketing **Area Required: 160 S.F.**

Previous Areas: 169 S.F.

Hours: 8:00 a.m. – 4:30 p.m.

Adjacencies: Adjacent to Customer Service / Sales & Billing Rep  
Proximity to Customer Service Rep  
Proximity to Financial Manager  
Proximity to Administrative Services Specialist

Special Features: Private Office Space  
Proximity to Cash Safe and Records Storage  
Proximity to Small Meeting Room  
Duress button / alarm  
View of transaction counter  
Security camera monitor of Customer Service

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Furniture / Fixtures / Equipment:

Administrative workstation, chair and credenza  
Conference table and chairs (2-4)  
Computer  
Local printer  
Scanner  
(3-4) File cabinets  
Money counting machine  
Cash safe

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/data  
CCTV Monitor  
Access Control Card Reader

Space: **Customer Service / Sales & Billing Rep** Staff: Jenifer Kulig

Supervisor: Customer Service & Marketing Manager Total Staff: (1) One

Function / Description: Management of Customer Billing/Collection **Area Required: 120 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 159 S.F.

Adjacencies: Adjacent to Lobby  
Adjacent to Customer Service & Marketing Manager  
Adjacent to Customer Service Rep  
Proximity to Financial Manager  
Proximity to Accounting Office

Special Features: Secluded workstation away from transaction counter  
Visitor / Vendor contact: medium  
Duress button / alarm  
CCTV / Security cameras  
View of Lobby / Transaction Counter  
Share space with Customer Service Rep(s)

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Furniture / Fixtures / Equipment:

(1) Administrative workstation and chair  
Computer / Printer  
(3-4) File cabinets  
Handicapped accessible transaction counter

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/data  
CCTV cameras

Space: **Customer Service Reps** Staff: Nancy Lopez

Supervisor: Customer Service & Marketing Manager Total Staff: (1) One  
(2) Future (P/T or F/T)

Function / Description: SHELD Reception & Information **Area Required: 280 S.F.**  
Customer Services Support

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 70 S.F.

Adjacencies: Adjacent to Lobby  
Adjacent to Customer Service & Marketing Manager  
Proximity to Meeting Room  
Proximity to cash safe  
Proximity to Records / Archive Storage  
Proximity to Electricians / Customer Service

Special Features: Customer Service / Receptionist  
Handicap Accessible Transaction Counter  
Visitor / Vendor Contact: High  
Duress Button / Alarm  
CCTV / Security Cameras  
Share space with Customer Services / Sales & Billing Rep

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Furniture / Fixtures / Equipment:

(3) Administrative workstations and chairs  
Computers  
Local printer  
Scanner  
3-4 file cabinets  
Bookcase

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/ data  
Access Control Card Reader

Space: **I.T. & Systems Support Manager** Staff: Paul Byrne (retiring)

Supervisor: General Manager Total Staff: (1) One

Function / Description: I.T. & Systems Management **Area Required: 120 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 5 S.F.

Adjacencies: Proximity to I.T. Business Systems Specialist  
Proximity to Fiber Head-End  
Proximity to Customer Service  
Proximity to Communications / Data Room

Special Features: Customer Network head-end equipment  
Proximity to Administration area

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Furniture / Fixtures / Equipment:

- (1) Administrative workstation and chair
- (1) Guest chair
- (1) Computer
- (2) File cabinets

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Lighting controls
- Internet service
- Telephone/data
- Access Control Card Reader



Space: **I.T. & Business Systems Generalist** Staff: David Sullivan

Supervisor: General Manager Total Staff: (1) One

Function / Description: I.T. & Systems Management **Area Required: 120 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 5 S.F.

Adjacencies: Proximity to I.T. Systems Support Manager  
Proximity to Fiber Head-End  
Proximity to Customer Service  
Proximity to Communications / Data Room

Special Features: Customer Network head-end equipment  
Proximity to Administration area

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Furniture / Fixtures / Equipment:

- (1) Administrative workstation and chair
- (1) Guest chair
- (1) Computer
- (2) File cabinets

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Lighting controls
- Internet service
- Telephone/data
- Access Control Card Reader

Space: **Small Administrative Meeting Room** Staff: N/A

Supervisor: N/A Total Staff: N/A

Function / Description: Administrative Meeting Space **Area Required: 180 S.F.**  
Future Flex Office Space  
Lactation Space Previous Areas: 0 S.F.

Hours: As needed

Adjacencies: Proximity to Administrative Offices

Special Features: Multi-purpose Meeting and Future Office Space  
Dual use as private space for nursing mothers

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Furniture / Fixtures / Equipment:

Tables and chairs (6 to 8)  
Sink and counter  
Under cabinet refrigerator  
Whiteboard/ tackboard  
Computer  
Possible Future Office Furniture

Mechanical / Electrical Features:

Counter sink  
Under counter refrigerator  
Air-conditioning & heating controls  
Lighting controls  
Telephone/ data  
Wall mounted TV/ monitor  
Access Control Card Reader

Space: **Mail/ Copy Center/Swing Space** Staff: N/A

Supervisor: Administrative Services Specialist Total Staff: N/A

Function / Description: Administrative Support Area **Area Required: 180 S.F.**  
Temporary Workstation

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 0 S.F.

Adjacencies: Proximity to Administrative Offices

Special Features: Space for occasional Auditors, Programmers, Temp. Staff, Intern etc.  
Mail sorting  
Copier/ scanner/ fax machines  
Multipurpose work table  
Office Supply Storage Closet

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Furniture / Fixtures / Equipment:

- (1) Small workstation and chair
- Work table
- (1) Computer, future
- (2) File cabinets, future
- Mail slot cabinet / casework
- Storage cabinets

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Lighting controls
- Internet service
- Telephone/data

Space: **Lobby/ Vestibule** Staff: N/A

Supervisor: Customer Service & Marketing Manager Visitors: 1 - 8

Function / Description: Customer Service/ Reception for Public and Vendors **Area Required: 250 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 160 S.F.

Adjacencies: Adjacent to Customer Service & Billing Reps  
Adjacent to Conference Room  
Proximity to Customer Service & Marketing Manager  
Proximity to Financial Manager  
Access to restrooms with common corridor to Administrative areas  
Administrative area secured from common corridor and Lobby

Special Features: Airlock vestibule  
Handicapped accessible entrance  
Adjacent to public parking area  
Secure exterior / interior mail slot to receive check payments  
Security camera  
Visitor / Vendor contact: High

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Furniture / Fixtures / Equipment:

Guest chairs (6-8)  
Side tables (2)  
Coat rack  
Public information display  
Wall mounted TV monitor / Message display  
Pamphlet rack

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
CATV  
CCTV camera(s)  
Access Control Card Reader to enter remaining facility

Space: **Conference Room** Staff: N/A

Supervisor: N/A Total Staff: N/A

Function / Description: Billing/Shut-off Conferences and Vendor Meetings **Area Required: 150 S.F.**

Hours: Business hours Previous Areas: 0 S.F.

Adjacencies: Adjacent to Lobby  
Proximity to Financial Manager  
Proximity to Customer Service / Sales & Billing Rep  
Access to restrooms with common corridor to Administrative areas  
Administrative area secured from common corridor and Lobby

Special Features: Glass window wall for visual security  
Duress button / alarm  
Security camera

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Furniture / Fixtures / Equipment:

Tables and chairs (6)  
Whiteboard  
Computer

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/ data  
CCTV camera  
CATV  
Access Control Card Reader  
Remote electric lock opening with Customer Rep switch

Space:	<b>Records / Archive Storage</b>	Staff:	N/A
Supervisor:	N/A	Total Staff:	N/A
Function / Description:	Secure Records Storage and Retrieval and Meetings	<b>Area Required:</b>	<b>170 S.F.</b>
Hours:	As needed	Previous Areas:	168 S.F.
Adjacencies:	Access to Management Staff Proximity to Administrative areas		
Special Features:	Possible separate Records and Records archive spaces First floor location preferred Secure access Good lighting Climate control		

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Furniture / Fixtures / Equipment:

- Letter file cabinets (8)
- Legal file cabinets (8)
- Boxed Records / file storage
- Adjustable shelving
- High-Density mobile shelving (optional)

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Lighting controls
- Access Control Card Reader

Space: **Administrative Lunch Room** Staff: Various

Supervisor: N/A Total Staff: 8 - 10

Function / Description: Administrative Lunch & Break Room **Area Required: 250 S.F.**

Previous Areas: 94 S.F.

Hours: 7:00 a.m. – 4:30 p.m.

Adjacencies: Proximity to Administrative Spaces  
Proximity to Restrooms

Special Features: Employee Bulletin Board  
Federal and State Posted Employee Regulations  
Easily clean / sanitary floor surface  
T.V. wall monitor and bracket

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Furniture / Fixtures / Equipment:

Kitchen counter and cabinets  
Kitchen sink, microwave, refrigerator, coffee maker  
Tables and chairs (8 – 10)  
Optional vending machine

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
CATV

Space: **Administration Restrooms** Staff: N/A

Supervisor: N/A Total Staff: 12 - 18

Function / Description: Toilet Facilities for Administration & Visitors, Lactation space **Area Required: 250 S.F.**  
Previous Areas: 160 S.F.

Hours: 8:00 a.m. – 4:30 p.m.

Adjacencies: Adjacent to Lobby with common corridor to Administrative areas  
Administrative area secured from common corridor and Lobby  
Proximity to Administrative Lunch Room

Special Features: Male and Female Toilet Facilities  
Lactation space per code  
Handicapped accessible  
Water saving fixtures  
Four (4) Single Occupancy Lavatory spaces @ 50 sf each  
Ceramic tile / sanitary finishes

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Furniture / Fixtures / Equipment:

Female: (2) Water closets  
(2) Lavatories

Male: (2) Water closets  
(1) Lavatories

Lactation: Comfortable seating  
Sink/ vanity & small refrigerator

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Ventilation / exhaust  
Lighting controls



Space: **Director of Operations** Staff: Adam St. Martin

Supervisor: General Manager Total Staff: (1) One

Function / Description: Manager of all SHELD Operations **Area Required: 200 S.F.**

Hours: 7:00 a.m. – 3:30 p.m. Previous Areas: 0 S.F.

Adjacencies: Proximity to Operation Manager  
Proximity to Engineer  
Proximity to Telecommunications & Electric Meter Manager  
Proximity to Meeting / Training Room

Special Features: Private Office Space  
Proximity to Employee Entrance / Exit

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Furniture / Fixtures / Equipment:

Administrative workstation, chair and credenza  
Conference table and chairs (4)  
Computer  
Local printer  
Scanner  
(3-4) File cabinets  
Bookcase  
Radios  
Wall mounted TV monitors  
Whiteboards / Map  
CATV & CCTV Monitor

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/ data  
CATV & CCTV  
Radio Interface  
Access Control Card Reader

Space: **Engineer's Office** Staff: Matthew DelMonte

Supervisor: Director of Operations Total Staff: (1) One

Function / Description: Coordinator of Engineering Services **Area Required: 140 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 120 S.F.

Adjacencies: Proximity to Director of Operations  
Proximity to Operations Manager  
Proximity to Telecom & Electric Meter Manager

Special Features: Private Office Space

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Furniture / Fixtures / Equipment:

Administrative workstation and chair  
Table and chairs (4)  
Computer  
(2-3) File cabinets

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/data  
Access Control Card Reader

Space: **E.I.T. & GIS / CADD Tech's Office** Staff: TBD

Supervisor: Engineer Total Staff: (2) Two

Function / Description: Coordinator of Engineering Services **Area Required: 200 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 120 S.F.

Adjacencies: Adjacent to Engineer's Office

Special Features: Shared Office Space for (2)

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Furniture / Fixtures / Equipment:

- (2) Workstations and chairs
- Work/ plan table
- (2) Computer
- (2-4) File cabinets
- Large format scanner/ printer

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Lighting controls
- Internet service
- Telephone/data
- Access Control Card Reader

Space: **Telecom & Electric Meter Manager' Office** Staff: Robert Liswell

Supervisor: Director of Operations Total Staff: (1) One

Function / Description: Coordinator of Engineering Services **Area Required: 160 S.F.**

Hours: 7:00 a.m. – 3:30 p.m. Previous Areas: 120 S.F.

Adjacencies: Adjacent to Telecom Network Supervisor & Techs  
Proximity to Operations Manager  
Proximity to Engineer's Office  
Proximity to Electrician/ Customer Service

Special Features: Private Office Space

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Furniture / Fixtures / Equipment:

Administrative workstation and chair  
Work / Meeting table and chairs (4)  
Computer  
(3-4) File cabinets  
Bookcase  
Radio Interface  
Whiteboards / Map

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/data  
Radio Interface  
Access Control Card Reader

Space: **Telecom Network Supervisor** Staff: Lee Masters

Supervisor: Director of Operations Total Staff: (1) One

Function / Description: Coordinator of Engineering Services **Area Required: 120 S.F.**

Hours: 7:00 a.m. – 3:30 p.m. Previous Areas: 120 S.F.

Adjacencies: Adjacent to Telecom & Electric Meter Manager  
Adjacent to Lead & Fiber Optic Techs

Special Features: Private Office Space

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Furniture / Fixtures / Equipment:

Administrative workstation and chair  
Guest chair  
Computer  
(2-3) File cabinets  
Bookcase  
Radio Interface

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/data  
Radio Interface  
Access Control Card Reader

Space: **Fiber Optic Technicians / Workroom** Staff: Norm Blanchette, Lead  
Raymond Aldrich, Tech

Supervisor: Operations Manager Total Staff: (1) Lead Tech  
(2) Techs  
(4) Future Techs

Function / Description: Workstations and workspace **Area Required: 800 S.F.**  
Meeting and coordination space  
Report preparation / writing Previous Areas: Various

Hours: 7:00 a.m. – 4:30 p.m., On-Call

Adjacencies: Adjacent to Telecom Network Supervisor  
Proximity to Telecommunication & Electric Meter Manager  
Proximity to Garage  
Proximity to Toilets / Lockers / Showers  
Proximity to Operations Lunch Room

Special Features: Secure work and storage area  
Access to large maps/ plans  
Testing and installation of telecom/ fiber systems  
  
Shared space with Lead Telecom Technician workstation  
Possibly Second floor location option

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Furniture / Fixtures / Equipment:

Workstation for Lead Telecom Technician  
Workstations for (2-3) Fiber Optic Techs and (2-3) future growth  
Meeting/ work table and chairs (4-8)  
File storage (4-6)  
Wall mounted TV monitor  
Whiteboard/ tackboard

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet Service  
Telephone / Data  
Radio Interface  
CATV  
Access Control Card Reader

Space: **Fiber Optic Head-End** Staff: N/A

Supervisor: N/A Total Staff: N/A

Function / Description: Fiber Optic Communications Equipment **Area Required: 240 S.F.**

Previous Areas: Various

Hours: 24 / 7

Adjacencies: Proximity to I.T. & Systems Support Manager  
Proximity to I.T. Business Systems Manager  
Proximity to exterior fiber optic entrance

Special Features: Secure, dry space  
Fiber & Communications Backboards and Racks  
Fiber Optic / Demark  
Secure access control  
Acoustical separation

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Furniture / Fixtures / Equipment:

Communications rack  
Fiber Optic Technology Racks and Data Servers  
Security and Access Control equipment rack  
UPS

Mechanical / Electrical Features:

Equipment backboards  
Dedicated 24/7 A/C system  
Raceway / cable tray  
No overhead plumbing  
Verify fire suppression system requirements  
Low interference lighting  
UPS Uninterrupted Power Supplies (UPS)  
Access Control Card Reader

Space: **Meeting / Training Room / E.O.C.** Staff: N/A

Supervisor: Director of Operations Total Staff: N/A

Function / Description: Administrative Staff Training Programs and Meetings **Area Required: 1,100 S.F.**

Hours: As needed Previous Areas: 94 S.F.

Adjacencies: Adjacent to Training Room Storage  
Access to Operations / Personnel  
Administrative area secured from common corridor and Lobby

Special Features: Optional Emergency Operations Center / Storm Room  
Multi-Purpose Training Room  
Variable lighting system

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Furniture / Fixtures / Equipment:

Ceiling projector and screen  
Smart board  
Computer  
Whiteboard  
Wall map rail  
Training / Lecture tables and seating (36)  
Wireless podium and controls  
Microphone and audio / speaker system

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Variable lighting controls  
Internet service  
Telephone/ data  
Wall mounted TV/ Monitor  
CATV  
Access Control Card Reader



Space:	<b>Training Room Storage</b>	Staff:	N/A
Supervisor:	Director of Operations	Total Staff:	N/A
Function / Description:	Storage of Training Aids and A/V Equipment & E.O.C. Equipment	<b>Area Required:</b>	<b>80 S.F.</b>
Hours:	As needed	Previous Areas:	0 S.F.
Adjacencies:	Adjacent to Meeting / Training Room Access to Operations staff		
Special Features:	Secure storage closet for media equipment / furniture		

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Furniture / Fixtures / Equipment:

One (1) wall of adjustable shelving optional  
Furniture caddy's / cart(s)

Mechanical / Electrical Features:

Air-conditioning & heating  
Lighting controls  
Access Control Card Reader

Space:	<b>E.O.C. Storage</b>	Staff:	N/A
Supervisor:	Operations Manager	Total Staff:	N/A
Function / Description:	Storage of EOC Equipment & Supplies	<b>Area Required:</b>	<b>80 S.F.</b>
Hours:	As needed	Previous Areas:	0 S.F.
Adjacencies:	Adjacent to Meeting / Training Room Access to Operations staff		
Special Features:	Secure storage for E.O.C. / Storm Response equipment		

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Furniture / Fixtures / Equipment:

One (1) wall of adjustable shelving optional  
Furniture caddy's / cart(s)

Mechanical / Electrical Features:

Air-conditioning & heating  
Lighting controls  
Access Control Card Reader

Space: **Operations Manager's Office** Staff: Ed Morrin (retiring)  
Peter Jesionowski

Supervisor: Director of Operations Total Staff: (1) One

Function / Description: Manager of Line Crew, Warehouse & Line Garage Services **Area Required: 170 S.F.**

Hours: 7:00 a.m. – 3:30 p.m. Previous Areas: 0 S.F.

Adjacencies: Proximity to Engineer  
Proximity to Electrician/ Customer Service  
Proximity to Electric Maintenance Tech  
Proximity to Working Foreperson  
Proximity to Inventory Control Clerk  
Proximity to Meeting / Training Room

Special Features: Private Office Space  
Proximity to Employee Entrance / Exit

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Furniture / Fixtures / Equipment:

Administrative workstation, chair and credenza  
Conference table and chairs (4)  
Computer  
Local printer  
Scanner  
(3-4) File cabinets  
Bookcase  
Radios  
Wall mounted TV monitors  
Whiteboards / Map  
CATV & CCTV Monitor

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/ data  
CATV & CCTV  
Radio Interface  
Access Control Card Reader

Space: **Working Foreperson's Office** Staff: Jonathan Szymonik

Supervisor: Operations Manager Total Staff: (1) One

Function / Description: Coordination of Linesmen Operations **Area Required: 120 S.F.**

Previous Areas: 0 S.F.

Hours: 7:00 a.m. – 3:30 p.m.

Adjacencies: Adjacent to Chief Linesmen  
Proximity to Electric Maintenance Tech  
Proximity to Garage area  
Proximity to Inventory/ Warehouse & Inventory Clerk/ Stock Keeper  
Proximity to Linesmen Day Room & Workstations  
Proximity to Operations Employee Entrance

Special Features: Private Office space

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Furniture / Fixtures / Equipment:

Administrative workstation and chair  
Guest chairs (2)  
Computer  
2-3 file cabinets  
Bookcase  
Radios  
Whiteboard / Map

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/ data  
Radio Interface  
Access Control Card Reader

Space: **Chief Linesmen Workstations** Staff: Brandon Roy  
Brian Jerome

Supervisor: Working Foreperson Total Staff: (2) Two

Function / Description: Supervision of Linesmen **Area Required: See Day Room**

Previous Areas: 180 S.F.

Hours: 7:00 a.m. – 3:30 p.m.

Adjacencies: Adjacent to Linesmen’s Day Room & Workstations  
Proximity to Working Foreperson  
Proximity to Garage area  
Proximity to Customer Service / Meter Tech  
Proximity to Toilets /Lockers / Showers  
Proximity to Tool Crib / Equipment lock-up room

Special Features: Shared office area with Linemen’s Day Room

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Furniture / Fixtures / Equipment:

- (2) Counter workstations and chairs
- Computers
- (2) file cabinets

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Lighting controls
- Internet service
- Telephone/ data
- Radio Interface

Space: **Electrician/ Customer Service Workstation** Staff: Robert Blasko

Supervisor: Operations and Telecom & Electric Meter Manager Total Staff: (1) One

Function / Description: Customer Service Request/ Meter Installs **Area Required: See Day Room**

Previous Areas: 80 S.F.

Hours: 7:00 a.m. – 4:30 p.m.

Adjacencies: Adjacent to Linesmen's Day Room  
Proximity to Operations Manager  
Proximity to Telecommunications & Electric Meter Manager  
Proximity to Garage area  
Proximity to Inventory area  
Proximity to Billing Clerk for work orders  
Van Parking / Interior

Special Features: Access to Large Maps / Plans  
Visitor / Vendor Contact: Low  
Shared space with Linesmen's Day Room & Workstations

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Furniture / Fixtures / Equipment:

Counter workstation and chair  
Computer  
Local printer  
(1) file cabinet

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Telephone/ data  
Various electrical power for test equipment

Space: **Electrical Maintenance Tech's Workstations** Staff: Shane Lavoie

Supervisor: Operations Manager Total Staff: (2) Two

Function / Description: Supervision of Linesmen **Area Required: See Day Room**

Previous Areas: 180 S.F.

Hours: 7:00 a.m. – 3:30 p.m.

Adjacencies: Adjacent to Linesmen's Day Room & Workstations  
Proximity to Working Foreperson  
Proximity to Garage area  
Proximity to Toilets / Lockers / Shower  
Proximity to Tool Crib / Equipment lock-up room

Special Features: Shared office space Linemen's Day Room

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Furniture / Fixtures / Equipment:

Counter workstation and chair  
Computer  
(1) file cabinet

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet service  
Telephone/ data  
Radio Interface

Space: **Linesmen's Day Room & Workstations** Staff: Various

Supervisor: Operations Manager Total Staff: 12 - 18

Function / Description: Meeting and Coordination Space **Area Required: 900 S.F.**  
Report Preparation / Writing  
Non-Meal Break Space Previous Areas: Various

Hours: 7:00 a.m. – 4:30 p.m., On-Call

Adjacencies: Adjacent to Operations and Operational Areas  
Proximity to Garage  
Proximity to Operations Manager  
Proximity to Working Foreperson  
Proximity to Chief Linesmen  
Proximity to Meeting / Training Room / E.O.C.  
Proximity to Toilets / Lockers / Showers  
Proximity to Operations Lunch Room

Special Features: Shared space with Chief Linesmen workstations (2)  
Shared space with Electrician / Customer Service workstation  
Shared space with Electrical Maintenance Tech workstation  
Shared space with Inventory Clerk workstation  
(2) Shared workstations for Linesmen use  
Possibly combine with Operations Lunch Room

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Furniture / Fixtures / Equipment:

Large Meeting table and chairs (10-12)  
(6) Small computer workstations on wall mounted work counter & chairs  
Wall shelving with acoustical/ tackable wall surface  
(1) System furniture workstation & chair (Inventory Clerk)  
File storage (6-10)  
Upholstered seating (6-8)  
Wall mounted TV monitor  
Bookcase  
Whiteboard / Map

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Internet Service  
Telephone / Data  
Radio Interface  
CATV  
Possible Access Control Card Reader



Space: **Operations Lunch Room** Staff: Various

Supervisor: Working Foreperson / Chief Linesmen Total Staff: 12-14

Function / Description: Operation's Break and Lunch area **Area Required: 260 S.F.**

Previous Areas: 94 S.F.

Hours: 7:00 a.m. – 4:30 p.m., On-Call

Adjacencies: Adjacent to Linesmen Day Room & Workstations  
Proximity to Operations and Operational Areas  
Proximity to Working Foreperson  
Proximity to Chief Linesmen  
Proximity to Meeting / Training Room / E.O.C.  
Proximity to Toilets / Lockers / Showers

Special Features: Optional Day Room  
Employee Bulletin Board  
Federal and State Posted Employee Regulations  
Easily clean / sanitary floor surface  
Possibly combine with Linesmen Day Room & Workstations

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Furniture / Fixtures / Equipment:

Kitchen counter and cabinets  
Kitchen sink, microwave, refrigerator, stove, hood & coffee maker  
Tables and chairs (12-14)  
Optional vending machine

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Lighting controls  
Ducted Range Hood & Ansul System

Space: **Toilets / Lockers / Showers** Staff: N/A

Supervisor: Building Maintenance Total Staff: 14-16

Function / Description: Toilet & Shower Facilities for Operations **Area Required: 480 S.F.**  
Locker Room  
Previous Areas: 297 S.F.

Hours: 7:00 a.m. – 3:30 p.m., or as needed

Adjacencies: Proximity to Operations, Garage, Inventory/ Warehouse areas  
Proximity to Operations Lunch Room  
Proximity to Linesmen Day Room / Workstations

Special Features: Unisex/ single occupancy locker/ toilet & showers facilities  
MA Handicapped & ADA accessible  
Water saving fixtures

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Furniture / Fixtures / Equipment:

Two (2) Unisex/ Single Occupancy Rest Rooms  
Sixteen (16) Unisex Lockers, 24" x 24" x 60"  
Space for (4) future lockers  
Two (2) Unisex/ Single Occupancy Shower & Dressing Areas  
Spaces not including Administration restrooms

Mechanical / Electrical Features:

Air-conditioning & heating controls  
Ventilation  
Lighting controls

Space: **Garage / Truck Bays** Staff: N/A

Supervisor: Operations Manager Total Staff: Various

Function / Description: Indoor Vehicle / Truck Parking & Support **Area Required: 11,700 S.F. Drive-In**

Previous Areas: 4,052 S.F.

Hours: 7:00 a.m. – 3:30 p.m., On-Call

Adjacencies: Adjacent to Linesmen Day Room & Workstations  
Adjacent Working Foreperson Office  
Adjacent to Warehouse/ Inventory Storage  
Proximity to Operations Manager Office  
Proximity to Chief Linesmen workstations  
Proximity to Inventory Clerk/ Stock Keeper workstation  
Proximity to Toilets / Lockers /Showers  
Proximity to Tool Crib/Equipment Lock-up Room  
Proximity to Operations Lunch Room

Special Features: (14) Garage Bays for:  
5 Line Trucks  
3 Fiber trucks  
3 Pick-Up Trucks  
3 Vans  
1 Dump Truck  
1 Bread Truck (Underground work)  
1 Pull Machine Trailer  
2 Wire Trailers  
Back-in type Garage  
(14) Bays @ 16' x 50' min.  
No dock(s) required  
Reserve adjacent site area for (2) additional Garage Bays

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Furniture / Fixtures / Equipment:

12' x 14' overhead doors and operators  
Fork lift truck

Mechanical / Electrical Features:

Heating and ventilation / controls  
Lighting controls  
Vehicle exhaust system  
Trench floor drains  
Oil/water separator  
Overhead electric cord, air hose reels  
Service sink  
Eye wash station  
Possible floor hydronic heating

Space: **Inventory Control Clerk Workstation** Staff: Kyle Sullivan

Supervisor: Operations Manager Total Staff: (1) One

Function / Description: Receiving, Storage, Distribution & Management of Materials & Supplies **Area Required: See Day Room**

Previous Areas: 100 S.F.

Hours: 8:00 a.m. – 4:30 p.m.

Adjacencies: Office space adjacent to Warehouse area / Inventory Storage  
Proximity to Operations Manager  
Proximity to Telecom & Electric Meter Manager  
Proximity to Tool Crib

Special Features: Workstation in shared Linesmen Day Room & Workstation space  
Supervision of Warehouse / Inventory Storage  
Visitor / Vendor Contact: Low

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Furniture / Fixtures / Equipment:

Administrative systems workstation and chair  
Computer  
Local Printer  
2-3 file cabinets  
Bookcase  
CCTV Monitor

Mechanical / Electrical Features:

HVAC / Controls (Office)  
Heating and ventilation / controls (Warehouse)  
Lighting controls  
Telephone/ data

Space: **Warehouse / Inventory Storage** Staff: N/A

Supervisor: Inventory Control Clerk Total Staff: N/A

Function / Description: Receiving, Storage, Distribution & Management of Materials, Inventory & Supplies **Area Required: 9,600 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 4,171 S.F.

Adjacencies: Adjacent to Inventory Control Clerk  
Proximity to Customer Service Tech

Special Features: Warehouse and Inventory Storage  
Secure inventory and control access  
On grade hydraulic dock leveler  
Inventory control service counter  
High racks for pallet storage  
Tool Crib / Equipment lock-up room  
Storage for fiber optic equipment & materials  
Store transformers under roof cover  
General storage  
Store grounds keeping equipment  
Recycle / shredding paper storage and management  
Security camera  
Daylighting  
Reserve adjacent site area for future warehouse addition

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Furniture / Fixtures / Equipment:

Inventory control service counter (future)  
High rack and pallet storage  
Security fencing

Mechanical / Electrical Features:

Heating and ventilation / controls (Warehouse)  
Skylights / Smoke Vents  
Lighting controls  
Telephone/ data  
Access Control Card Readers at all entrances

Space:	<b>Building Maintenance</b>	Staff:	N/A
Supervisor:	Operations Manager	Total Staff:	(1) One Future
Function / Description:	Building Maintenance, cleaning and general repairs	<b>Area Required:</b>	<b>150 S.F.</b>
		Previous Areas:	0 S.F.
Hours:	7:00 a.m. – 4:30 p.m.		
Adjacencies:	Proximity to Administration Restrooms Proximity to Operations Toilets/ Lockers/ Showers		
Special Features:	Two (2) Custodial/ Janitor Rooms (1 per floor) Custodial supplies Building supply storage Possible combine with Mechanical space		

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Furniture / Fixtures / Equipment:

- Small desk and chair
- (2) file cabinets
- Work bench (2'-6" x6')
- Janitor mop/utility sink
- Shelving

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Lighting controls
- Telephone/ data
- Janitor's mop / utility sink

Space:	<b>Electrical &amp; Emergency Electrical Room</b>	Staff:	N/A
Supervisor:	N/A	Total Staff:	N/A
Function / Description:	Primary Electrical Service equipment and Distribution panels COPS Generator and Automatic Transfer Switch Gear	<b>Area Required:</b>	<b>240 S.F.</b>
Hours:	24 / 7	Previous Areas:	Various
Adjacencies:	Proximity to Mechanical room Proximity to Communication / I.T. Near mid-point of facility Electrical service entrance Exterior Electrical meter		
Special Features:	COPS transfer & distribution equipment in separate 2 hour fire rated space Equipment backboards Acoustical separation		

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Furniture / Fixtures / Equipment:

N/A

Mechanical / Electrical Features:

Primary electrical service distribution equipment  
Critical Operating Power System (COPS) equipment  
Verify Fire Suppression System requirements  
Access Control Card Reader

Space: **Communications / Data Room** Staff: N/A

Supervisor: N/A Total Staff: N/A

Function / Description: Communications Equipment and Utility Space  
Telephone entrance / demarcation  
E911 Equipment space  
Dictaphone / Recorders  
Access Control

Area Required: **140 S.F.**

Previous Areas: Various

Hours: 24 / 7

Adjacencies: Proximity to I.T. & Systems Support Manager  
Proximity to I.T. Business Systems Manager  
Exterior telephone utility entrance  
Near mid-point of facility

Special Features: Secure, dry space  
I.T. Backboard or Rack  
Telephone / Communications Backboard / Demark  
CATV Backboard / Demark  
Secure Vendor access  
Acoustical separation

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Furniture / Fixtures / Equipment:

Communications rack  
Information Technology (I.T.) Rack and Data Server(s)  
Security and Access Control equipment rack  
CCTV equipment rack  
Access Control Head End  
UPS

Mechanical / Electrical Features:

Main telephone equipment backboard  
Dedicated 24/7 A/C system  
Raceway / cable tray (optional)  
No overhead plumbing  
Verify fire suppression system requirements  
Low interference lighting  
UPS Uninterrupted Power Supplies (UPS)  
Access Control Card Reader



Space: **Mechanical Room** Staff: N/A

Supervisor: N/A Total Staff: N/A

Function / Description: Building Mechanical Heating / Ventilation and A/C Equipment and Controls **Area Required: 300 S.F.**  
Building Domestic Hot Water System Previous Areas: Various  
Natural Gas Heating Equipment (Preferred)  
May combine with Sprinkler room and/or Building Maintenance

Hours: 24 / 7

Adjacencies: Near mid-point of facility  
Proximity to Sprinkler Room / Water Entrance  
Proximity to Electrical Room

Special Features: Durable, water resistant wall construction  
Acoustical Separation  
Exterior Ventilation  
Possible combine with Building Maintenance

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Furniture / Fixtures / Equipment:

Janitor's utility sink / mop sink (optional)

Mechanical / Electrical Features:

Floor drain  
Fresh air and exhaust ventilation system  
Combustion flue(s)  
Emergency eyewash  
Data connection for Building Management System  
Access Control Card Reader

Space:	<b>Sprinkler Room</b>	Staff:	N/A
Supervisor:	N/A	Total Staff:	N/A
Function / Description:	Main Sprinkler Distribution piping, Valves, Controls and Alarms May combine with Mechanical Room and/or Building Maintenance	Area Required:	<b>120 S.F.</b>
		Previous Areas:	Various
Hours:	24 / 7		
Adjacencies:	Water utility entrance Near mid-point of facility Proximity to Mechanical room Possible fenced space within Inventory		
Special Features:	Durable, water resistant wall / floor construction Possible combine with Building Maintenance / Janitor		

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Furniture / Fixtures / Equipment:

Washer / dryer equipment with utility sink (optional)

Mechanical / Electrical Features:

Fresh air and exhaust ventilation system  
Floor drain  
Back flow preventer  
Access Control Card Reader

Space Designation:	<b>Elevator/ Elevator Machine Room</b>	Staff:	N/A
Supervision:	N/A	Total Staff:	N/A
Function / Description:	Handicap Accessible Vertical Transportation Hydraulic Elevator Machine Equipment Room	Area Required:	230 NSF
Hours:	24 / 7	Previous Areas:	N/A
Adjacencies:	Adjacent to Lobby Adjacent to Second Floor Administration corridor Proximity to Lobby Stairs		
Special Features:	Two-Stop Hydraulic elevator (assumes 2-Story facility) Concrete masonry hoistway construction Acoustical separation Adjacent to First floor Elevator Machine Room 4 Ft. minimum elevator pit with sump		

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Furniture / Fixtures / Equipment:

N/A

Mechanical / Electrical Features:

Fresh air and exhaust ventilation system  
Elevator pit sump pump & oil/ water separator  
Air conditioning unit in Elevator Machine Room

Space Designation:	<b>Stairs</b>	Staff:	N/A
Supervision:	N/A	Total Staff:	N/A
Function / Description:	Handicap Accessible Vertical Circulation Two Remote Means of Second Floor Egress	Area Required:	800 NSF
Hours:	24 / 7	Previous Areas:	260 NSF
Adjacencies:	One stair adjacent to Lobby & Second Floor Administration corridor One stair on remote side of Second Floor Proximity to Elevator		
Special Features:	Minimum (2) egress stairs (assumes 2-Story facility) Minimum 1 hour rated construction to exterior exit Acoustical separation MA handicap & ADA accessible		

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Furniture / Fixtures / Equipment:  
N/A

Mechanical / Electrical Features:  
Air-conditioning & heating controls  
Lighting controls

Space: **Equipment Yard**

Function / Description: Outside Storage of Materials and Equipment **Area Required: Approx. 60,000 S.F.**  
Vehicle Circulation

Previous Areas: 25,000 S.F.

Hours: 7:00 a.m. – 4:30 p.m., On-Call

Special Features: Covered Fuel Dispensing Island with above ground tanks  
Proximity to Garage  
Access to Loading dock (if provided)  
Proximity to Inventory  
Fenced with gated entry and access control  
Possible Pole Yard  
Security Lighting  
Camera Surveillance

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Space: **Covered Outdoor Equipment Storage**

Function / Description: Outside Storage of Equipment **Area Required: Approx. 8,000 S.F.**

Previous Areas: 1,600 S.F.

Special Features: Proximity to Garage  
Access to loading dock, if any  
Proximity to Inventory/ Warehouse  
Store transformers under cover

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Space: **Visitor and Employee Parking**

Function / Description: Visitor & Employee Parking **Area Required: Approx. 21,000 S.F.**

Previous Areas: 400 S.F.

Hours: 7:00 a.m. – 4:30 p.m., On-Call

Zoning Parking Req.: Office = 3 spaces per 1,000 S.F. = 15 spaces  
Warehouse = 1 space per 1,000 S.F. (or 1 per Employee) = 17 spaces  
Visitor's = 6 spaces  
Total minimum parking spaces = 38 spaces  
Emergency / Mutual-Aid truck parking = 8 spaces (if possible)

Special Features: Secure kiosk for payment drop-off

Space: **Fuel Dispensing / Storage**

Function / Description: Dispensing of Vehicle / Truck Fuels      **Area Required:    Approx. 2,500 S.F.**  
 Storage of Vehicle / Truck Fuels

Previous Areas:    900 S.F.

Hours:                    7:00 a.m. – 4:30 p.m., On-Call

Special Features:      Canopy over dispenser for weather protection  
 Concrete pad designed for spill containment  
 Steel bollards for physical protection  
 Electronic dispenser with secure access control  
 Fire Suppression  
 Camera Surveillance  
 Safety / Security lighting

**Estimated Site Area Requirements:**

Building Area	32,000 SF
Buffer @ 10 ft.	8,000 SF
Mechanical / Electrical Yard	1,000 SF
Garage Apron	9,000 SF
Equipment Yard	60,000 SF
Covered Storage	7,000 SF
Buffer @ 10 ft.	4,000 SF
Fuel Dispensing / Storage	2,500 SF
Parking	21,000 SF
Storm Water Retention	<u>45,000 SF</u>
 Subtotal:	 185,500 SF
 Set Backs @ 10%	 18,500 SF
Net to Gross SF Factor @ 10%	<u>18,500 SF</u>

222,500 SF or Approximately 5+ Acres