

Spatial Needs Assessment

for the

South Hadley Electric Light Department



January 22, 2014



430 Main Street • Agawam, MA 01001-1827 • Tel. (413) 786-9600 • www.reinhardtassoc.com

SUMMARY OF SPACE NEEDS**ADMINISTRATION**

General Manager:	260 N.S.F.
Administrative Assistant:	200 N.S.F.
Board of Commissioners:	340 N.S.F.
Engineer:	170 N.S.F.
Engineering Department:	400 N.S.F.
Office Manager:	170 N.S.F.
Cashiers:	240 N.S.F.
Customer Information (IT):	100 N.S.F.
Mail Room / Copy Center / Swing Space:	160 N.S.F.
Lobby / Vestibule:	200 N.S.F.
Conference Room:	150 N.S.F.
Record / Archive Storage:	170 N.S.F.
Bookkeeper:	120 N.S.F.
Billing Clerk:	120 N.S.F.
Administrative Break / Lunch:	200 N.S.F.
Restrooms:	<u>200 N.S.F.</u>
Subtotal Administration Space Needs:	3,820 N.S.F.

OPERATIONS

Operations Manager:	170 N.S.F.
Meeting / Training Room / E.O.C:	540 N.S.F.
Training Room Storage:	80 N.S.F.
Line Foreman:	240 N.S.F.
Inventory / Clerk :	6,000 N.S.F.
Electrician:	160 N.S.F.
Customer Service / Meter Technician:	350 N.S.F.
Linesmen:	320 N.S.F.
Garage / Truck Bays:	10,650 N.S.F.
Operations Break / Lunch Room:	320 N.S.F.
Toilet / Lockers / Showers:	400 N.S.F.
Maintenance:	60 N.S.F.
Electrical Room:	130 N.S.F.
Communications / I.T. Room:	120 N.S.F.
Mechanical Room:	250 N.S.F.
Sprinkler Room:	<u>80 N.S.F.</u>
Subtotal Operation Space Needs:	19,250 N.S.F.
Subtotal SHELD Space Needs (Net Sq. Ft.):	23,070 N.S.F.
Add 25% factor for walls, structure, circulation:	<u>X 1.25</u>
Total SHELD Space Needs (Gross Sq. Ft.):	28,838 G.S.F.
Basis of Assessment: Single Story / New Single Use Facility	

EXTERIOR SPACES

Equipment Yard:	60,000 N.S.F.
Covered Outdoor Equipment Storage:	7,000 N.S.F.
Visitor and Employee Parking:	13,000 N.S.F.

Space:	General Manager	Staff:	Wayne Doerpholz, P.E.
Supervisor:	Board of Commissioners	Total Staff:	(1) One and Guests
Function / Description:	Leadership of SHEL D Operations and Operational Support	Area Required:	260 S.F.
Hours:	8:00 a.m. – 4:30 p.m., On-Call	Previous Areas:	235 S.F.
Adjacencies:	Adjacent to Administrative Assistant Adjacent to Board Conference Room Proximity to Engineer Proximity to Engineering Department Proximity to Office Manager		
Special Features:	Private Office Space Exterior location and windows Prefer view of Equipment Yard Optional separate entrance		

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
TV monitor, wall mounted
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

Space:	Administrative Assistant	Staff:	Rosemary Hamel
Supervisor:	Wayne Doerpholz, P.E.	Total Staff:	(1) One and Guests
Function / Description:	Administrative Support Duties to the General Manager and Engineer	Area Required:	200 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 Engineering Department Proximity to Office Manager Proximity to Billing Clerk Proximity to Bookkeeper		
Special Features:	Private Administrative Office Visitor / Waiting area for General Manager Control access to General Manager Access to Board Conference Room		

Furniture / Fixtures / Equipment:

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

Mechanical / Electrical Features:

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

Space:	Board of Commissioners	Staff:	N/A
Supervisor:	N/A	Total Staff:	(4) Four and Guests
Function / Description:	Direct Policy and Oversee Operations Of SHELLED	Area Required:	340 S.F.
Hours:	Monthly board meeting	Previous Areas:	290 S.F.
Adjacencies:	Adjacent to General Manager Adjacent to Administrative Assistant Proximity to Engineering Department		
Special Features:	Executive Board / Conference Room Proximity to Lobby or separate entrance		

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
CATV

Space:	Engineer	Staff:	Andrew Orr
Supervisor:	Wayne Doepholz, P.E.	Total Staff:	(1) One Engineer
Function / Description:	Manager of Engineering Services	Area Required:	170 S.F.
Hours:	8:00 a.m. – 4:30 p.m.	Previous Areas:	120 S.F.
Adjacencies:	Adjacent to Engineering Department Proximity to General Manager Proximity to Administrative Assistant		
Special Features:	Private Office Space		

Furniture / Fixtures / Equipment:

Administrative workstation, chairs and credenza
Conference table and chairs (4)
Computer
(2-3) File cabinets

Mechanical / Electrical Features:

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

Space: **Engineering Department** Staff: Andrew Orr

Supervisor: Wayne Doepholz, P.E. Total Staff: (1) One Technician
(1) One Future Technician
(1) One future Property
Records Manager

Function / Description: Engineering and Operations Support **Area Required: 400 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 319 S.F.

Adjacencies: Adjacent to Engineer
Proximity to General Manager
Proximity to Administrative Assistant

Special Features: Open Office Area
Large plan storage (tubes)
Large flat plan file
Light table
Large work/ plan table

Furniture / Fixtures / Equipment:

(3)Tech. / Professional @ 80 S.F. workstations
Computers
Large Format Scanner / Printer
Work / Plan tables
Light table
Vertical plan / map file racks
File cabinets (7)
Supply cabinet

Mechanical / Electrical Features:

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

Space: **Office Manager** Staff: Marcia Embury

Supervisor: Wayne Doepholz, P.E. Total Staff: (1) One Manager

Function / Description: Management of Customer Billing/Collection **Area Required: 170 S.F.**

Hours: 8:00 a.m. – 4:30 p.m. Previous Areas: 169 S.F.

Adjacencies: Adjacent to Cashiers
Proximity to Bookkeeper
Proximity to Billing Clerk
Proximity to General Manager
Proximity to Administrative Assistant

Special Features: Private Office Space
Proximity to Cash Safe and Record Storage
Proximity to Small Meeting room
Duress button / alarm
View of transaction counter
Security camera monitor of Cashiers

Furniture / Fixtures / Equipment:

Administrative workstation, chair and credenza
Conference table and chairs (4)
Computer
Local printer
Scanner
(3-4) File cabinets
(1) Lateral files
Storage closet for office supplies

Mechanical / Electrical Features:

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

Space: **Cashiers** Staff: Cheryl Maher, Judith Kluza

Supervisor: Wayne Doepholz, P.E. Total Staff: (2) Two

Function / Description: Management of Customer Billing/Collection **Area Required: 240 S.F.**

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

Adjacencies: Adjacent to Lobby
Adjacent to Office Manager
Proximity to Bookkeeper

Special Features: Customer service / Receptionist
Handicapped accessible transaction counter
Visitor / Vendor contact: high
Duress button / alarm
Cipher / Proximity to Card swipe entry
Security cameras
View of Lobby

Furniture / Fixtures / Equipment:

(2) Administrative workstations and chairs @ 70 S.F. each
Work table
Computers / Printer
(6-8) File cabinets
Storage for office supplies
Handicapped accessible transaction counter
Money counting machine
Cash safe

Mechanical / Electrical Features:

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

Space:	Customer Information (IT)	Staff:	Future Position
Supervisor:	Marcia Embury	Total Staff:	(1) One
Function / Description:	Customer Information and IT Management	Area Required:	100 S.F.
Hours:	8:00 a.m. – 4:30 p.m.	Previous Areas:	5 S.F.
Adjacencies:	Proximity to Office Manager Proximity to Bookkeeper		
Special Features:	Customer Network head end equipment Equipment ventilation Secure area Proximity to Administration area		

Furniture / Fixtures / Equipment:

- (1) Administrative workstation and chair
- Work table
- (1) Computer
- (2) File cabinets
- Server equipment
- Telephone panel
- Security panel / equipment

Mechanical / Electrical Features:

- Dedicated 24/7 Air-conditioning & heating controls
- Lighting controls
- Internet service
- Telephone/data

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

Supervisor: Marcia Embury Total Staff: N/A

Function / Description: Administrative Support Area **Area Required: 160 S.F.**
Possible Temporary Office Space

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

Adjacencies: Proximity to Office Manager
Proximity to Bookkeeper

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

Furniture / Fixtures / Equipment:

(2) Administrative workstation and chair @ 70 S.F.
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: Marcia Embury Visitors: 1 - 10

Function / Description: Customer service/ reception and vendors **Area Required: 200 S.F.**

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

Adjacencies: Adjacent to Cashiers
Adjacent to Conference Room
Proximity to Office Manager
Proximity to Bookkeeper
Proximity to Billing Clerk
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

Furniture / Fixtures / Equipment:

Guest chairs (10)
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)

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:	As needed	Previous Areas:	0 S.F.
Adjacencies:	Adjacent to Lobby Proximity to Office Manager Proximity to Billing Clerk 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		

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

Space:	Record / Archive Storage	Staff:	N/A
Supervisor:	Marcia Embury	Total Staff:	N/A
Function / Description:	Secure Record Storage and Retrieval and Meetings	Area Required:	170 S.F.
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 Good lighting Climate control		

Furniture / Fixtures / Equipment:

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

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Lighting controls

Space:	Bookkeeper	Staff:	Greg St. Onge
Supervisor:	Wayne Doerpholz	Total Staff:	(1) One
Function / Description:	Manages Accounts, Purchasing, Payroll, Financial Statements	Area Required:	120 S.F.
Hours:	8:00 a.m. – 4:30 p.m.	Previous Areas:	70 S.F.
Adjacencies:	Proximity to Cashiers Proximity to Billing Clerk Proximity to Office Manager		
Special Features:	Private Office Space Access to Record / Archive Storage Visitor / Vendor contact: low		

Furniture / Fixtures / Equipment:

- Administrative workstation, chairs and credenza
- Computer
- Local printer
- Scanner
- 2-3 file cabinets
- Bookcase

Mechanical / Electrical Features:

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

Space:	Billing Clerk	Staff:	Donna Mieseh
Supervisor:	Marcia Embury	Total Staff:	(1) One
Function / Description:	Manages Customer Billing	Area Required:	120 S.F.
Hours:	8:00 a.m. – 4:30 p.m.	Previous Areas:	70 S.F.
Adjacencies:	Adjacent to Cashier Proximity to Lobby Proximity to Meeting Room Proximity to Office Manager Proximity to cash safe Proximity to Record / Archive Storage		
Special Features:	Private Office Space Visitor Contract: High Handles utility bill disputes Access to recycling bins		

Furniture / Fixtures / Equipment:

- Administrative workstation and chair
- Guest chairs (2)
- Computer
- Local printer
- Scanner
- 2-3 file cabinets
- Bookcase
- Work table
- Money counting machine

Mechanical / Electrical Features:

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

Space: **Administrative Break / Lunch Room** Staff: N/A

Supervisor: N/A Total Staff: 8 - 10

Function / Description: Administrative Break and Lunch Eating Area **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 Office Manager
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

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: **Restrooms** Staff: N/A

Supervisor: N/A Total Staff: 12 - 14

Function / Description: Toilet Facilities for Administration & Visitors **Area Required: 200 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 Break / Lunch Room

Special Features: Male and Female Toilet Facilities
Handicapped accessible
Water saving fixtures
Multiple Single Occupancy Lavatory spaces
Total (4) space at 50 S.F. each
Ceramic tile / sanitary finishes

Furniture / Fixtures / Equipment:

Female: (2) Water closets
(2) Lavatories

Male: (2) Water closets
(1) Lavatories

Mechanical / Electrical Features:

Air-conditioning & heating controls
Ventilation / exhaust
Lighting controls

Space:	Operations Manager	Staff:	Future Position
Supervisor:	Wayne Doerpholz	Total Staff:	(1) One
Function / Description:	Manager of Line Crew, Warehouse and Garage Services	Area Required:	170 S.F.
Hours:	7:00 a.m. – 3:30 p.m.	Previous Areas:	0 S.F.
Adjacencies:	Proximity to Line Foreman Proximity to Inventory Clerk Proximity to Garage area Proximity to Inventory area Proximity to Meeting / Training Room		
Special Features:	Private Office Space Proximity to Employee Entrance / Exit		

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 monitor
Whiteboards / Map

Mechanical / Electrical Features:

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

Space:	Meeting / Training Room / E.O.C.	Staff:	N/A
Supervisor:	Operations Manager	Total Staff:	N/A
Function / Description:	Administrative Staff Training Programs and Meetings	Area Required:	540 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		

Furniture / Fixtures / Equipment:

- Ceiling projector and screen
- Smart board
- Computer
- Whiteboard
- Wall map rail
- Training / Lecture tables and seating (20)
- Wireless podium and controls
- Microphone and audio / speaker system

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Variable lighting controls
- Internet service
- Telephone/ data
- CATV

Space:	Training Room Storage	Staff:	N/A
Supervisor:	Operations Manager	Total Staff:	N/A
Function / Description:	Storage of Training Aids and A/V Equipment	Area Required:	80 S.F.
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 Secure storage for Emergency Storm Response equipment		

Furniture / Fixtures / Equipment:

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

Mechanical / Electrical Features:

Air-conditioning & heating controls
Lighting controls

Space: **Line Foreman** Staff: Ed Morrin

Supervisor: Operations Manager Total Staff: (5) Five
(1) Future apprentice

Function / Description: Manager/ Maintenance of Line Crew and Equipment **Area Required: 240 S.F.**

Hours: 7:00 a.m. – 3:30 p.m. Previous Areas: 180 S.F.

Adjacencies: Adjacent to Garage area
Adjacent to Inventory area
Proximity to Customer Service / Meter Tech
Proximity to Locker/ Shower
Proximity to Tool Crib / Equipment lock-up room

Special Features: Private Office space possibly shared with Inventory Clerk

Furniture / Fixtures / Equipment:

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

Mechanical / Electrical Features:

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

Space:	Inventory / Clerk	Staff:	Robert Garner
Supervisor:	Operations Manager	Total Staff:	(1) One
Function / Description:	Receiving, Storage, Distribution and Management of Inventory, Materials and Supplies	Area Required:	6,000 S.F.
		Previous Areas:	4,171 S.F.
Hours:	8:00 a.m. – 4:30 p.m.		
Adjacencies:	Office space adjacent to Garage area Office space adjacent to Inventory area Proximity to Customer Service Tech Proximity to Locker/ Shower		
Special Features:	Private Office @ 120 S.F., possibly shared with Line Forman Warehouse and Inventory storage Secure inventory and control access Inventory service counter High racks for pallet storage Access to Tool Crib/ Equipment lock-up room Storage of copper wire cable Storage for fiber optic cable Store transformers under roof cover General storage Store grounds keeping equipment Recycle/ shredding paper storage and management Security camera		

Furniture / Fixtures / Equipment:

- Administrative workstation and chair
- Guest chairs (2)
- Computer
- Local Printer
- 2-3 file cabinets
- Bookcase
- High rack and pallet storage
- Security fencing

Mechanical / Electrical Features:

- Heating and ventilation / controls
- Lighting controls
- Telephone/ data

Space: **Electrician** Staff: Robert Blasko

Supervisor: Wayne Doerpholz Total Staff: (1) One
(1) Future Electrician

Function / Description: Customer Service Request/ Meter Installs **Area Required: 160 S.F.**

Previous Areas: 80 S.F.

Hours: 8:00 a.m. – 4:30 p.m.

Adjacencies: Adjacent to Customer Service / Meter Tech
Adjacent to Garage area
Adjacent to Inventory area
Proximity to Billing Clerk for work orders
Van Parking / Interior

Special Features: Access to Large Maps / Plans
Visitor / Vendor Contact: Low
Possible combine with Customer Service / Meter Technician

Furniture / Fixtures / Equipment:

Administrative workstation and chair
Computer
Local printer
2-3 file cabinets
Bookcase
Work table / plan table (3x6)
Large format scanner / printer / plotter

Mechanical / Electrical Features:

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

Space: **Customer Service/ Meter Technician** Staff: Robert Laramee

Supervisor: Andrew Orr Total Staff: (1) One

Function / Description: Customer Service Request/ Meter Installs
Future Fiber Technician **Area Required: 350 S.F.**
Possible Emergency Bunk Space Previous Areas: 308 S.F.

Hours: 8:00 a.m. – 4:30 p.m.

Adjacencies: Adjacent to Electrician
Proximity to Garage
Proximity to Administrative areas
Proximity to Locker/ Shower

Special Features: Secure work and storage area
Access to large maps / plans
Testing and installation of meters
Support of Meter Reader / service
Possible combine with Electrician
Acoustical separation for Bunk space

Furniture / Fixtures / Equipment:

Administrative workstation and chair
Computer
Local printer
Meter reading / downloading equipment
Meter testing equipment
Meter transportation carts
36 in. deep work surface for large scale maps
Central files (6)
Hanging map holder

Mechanical / Electrical Features:

Air-conditioning & heating controls
Lighting controls

Space:	Linesmen	Staff:	N/A
Supervisor:	N/A	Total Staff:	12 - 14
Function / Description:	Meeting and Coordination Space for Linesmen Non-Meal Break Space	Area Required:	320 S.F.
		Previous Areas:	Various
Hours:	7:00 a.m. – 4:30 p.m., On-Call		
Adjacencies:	Proximity to Operations and Operational Areas Proximity to Garage Proximity to Operations Manager Proximity to Foreman Proximity to Linesmen Proximity to Meeting / Training Room / E.O.C. Proximity to Toilet / Locker / Shower Proximity to Operations Break / Lunch Room		
Special Features:	Optional Day Room Optional Emergency Bunk Room		

Furniture / Fixtures / Equipment:

Large Meeting table and chairs (10-12)
Small computer workstations / kiosks (2-3)
File storage (4-6)
Upholstered seating (4-6)
Wall mounted TV monitor

Mechanical / Electrical Features:

Air-conditioning & heating controls
Lighting controls
Internet Service
Telephone / Data
Radio
CATV

Space: **Garage / Truck Bays** Staff: Edward Morrin

Supervisor: Operations Manager Total Staff: (6) Six

Function / Description: Indoor Vehicle / Truck Parking and Support **Area Required: 10,650 S.F. Drive-In**

Previous Areas: 4,052 S.F.

Hours: 7:00 a.m. – 3:30 p.m., On-Call

Adjacencies: Proximity to Operations Manager Office
Adjacent Line Foreman Office
Adjacent to Inventory Clerk Office
Adjacent to Linesmen
Proximity to Toilet's / Locker /Shower
Proximity to Tool Crib/Equipment Lock-up Room
Proximity to Break Room

Special Features: Garage Space for:
5 Line Trucks
3 Pick Up Trucks
3 Vans
1 Dump Truck
1 Bread Truck (Underground work)
1 Pull Machine Trailer
2 Wire Trailers
Drive in type Garage
10 bays @ 17' x 60' min.
Loading Dock for new inventory
Dock for line trucks

Furniture / Fixtures / Equipment:

14' 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:	Operations Break / Lunch Room	Staff:	N/A
Supervisor:	N/A	Total Staff:	12 - 14
Function / Description:	Operation's Break and Lunch Eating area Linesmen Non-Meal Break Space	Area Required:	320 S.F.
		Previous Areas:	94 S.F.
Hours:	7:00 a.m. – 4:30 p.m., On-Call		
Adjacencies:	Proximity to Operations and Operational Areas Proximity to Meeting / Training Room / E.O.C. Proximity to Toilet / Locker / Showers Proximity to Linesmen		
Special Features:	Optional Day Room Employee Bulletin Board Federal and State Posted Employee Regulations Easily clean / sanitary floor surface		

Furniture / Fixtures / Equipment:

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

Mechanical / Electrical Features:

Air-conditioning & heating controls
Lighting controls

Space:	Toilet / Lockers / Showers	Staff:	N/A
Supervisor:	N/A	Total Staff:	12 - 14
Function / Description:	Toilet Facilities for Operations Locker Room	Area Required:	400 S.F.
		Previous Areas:	297 S.F.
Hours:	7:00 a.m. – 3:30 p.m., or as needed		
Adjacencies:	Proximity to Garage/ Warehouse areas Proximity to Break / Lunch Room		
Special Features:	Male and Female shower / locker and toilet facilities Handicapped accessible Water saving fixtures		

Furniture / Fixtures / Equipment:

- Female: (3) Lockers and bench
(1) Shower
(1) Water closets
(1) Lavatories

 - Male: (12) Lockers and benches
(1) Shower
(2) Water closets
(1) Urinal
(2) Lavatories
- Not including restrooms

Mechanical / Electrical Features:

- Air-conditioning & heating controls
- Ventilation
- Lighting controls

Space:	Maintenance	Staff:	Future Position
Supervisor:	Wayne Doerpholz	Total Staff:	(1) One Future (1) One Future Intern
Function / Description:	Maintenance, cleaning and general repairs	Area Required:	60 S.F.
		Previous Areas:	0 S.F.
Hours:	8:00 a.m. – 4:30 p.m.		
Adjacencies:	Proximity to Office and Garage areas Proximity to Restrooms Proximity to Locker/ Shower		
Special Features:	Office Space Custodial supplies Building supply storage Possible combine with Mechanical space		

Furniture / Fixtures / Equipment:

Administrative workstation and chair
(2) file cabinets
Bookcase
Work table (3'x6')
Janitor mop/utility sink
Shelving

Mechanical / Electrical Features:

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

Space:	Electrical Room	Staff:	N/A
Supervisor:	N/A	Total Staff:	N/A
Function / Description:	Primary Electrical Service equipment and Distribution panels COPS Generator and Automatic Transfer switchgear	Area Required:	130 S.F.
		Previous Areas:	Various
Hours:	24 / 7		
Adjacencies:	Proximity to Mechanical room Proximity to Communication / I.T. Near mid-point of facility Electrical service entrance Electrical meter		
Special Features:	COPS distribution equipment in separate fire-rated space Equipment backboards Acoustical separation		

Furniture / Fixtures / Equipment:

N/A

Mechanical / Electrical Features:

Primary electrical service distribution equipment
Critical Operating Power System (COPS) equipment

Space:	Communications / I.T. 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	Area Required:	120 S.F.
		Previous Areas:	Various
Hours:	24 / 7		
Adjacencies:	Exterior telephone utility entrance Near mid-point of facility		
Special Features:	Secure, dry space I.T. Backboard or Rack Communications Backboard or Rack Secure Vendor access Acoustical separation		

Furniture / Fixtures / Equipment:

Communications rack (optional)
Information Technology (I.T.) Rack and Server(s)
Security and access control equipment rack
CCTV equipment rack
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)

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 Building Domestic Hot Water System Natural Gas Heating Equipment (Preferred) May combine with Sprinkler room and/or Maintenance	Area Required:	250 S.F.
		Previous Areas:	Various
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		

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

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

Supervisor: N/A Total Staff: N/A

Function / Description: Main Sprinkler Distribution piping, Valves, Controls and Alarms **Area Required: 80 S.F.**
May combine with Mechanical Room and/or maintenance 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

Furniture / Fixtures / Equipment:

Washer / dryer equipment with utility sink (optional)

Mechanical / Electrical Features:

Floor drain
Back flow preventer

Space:	Equipment Yard	Staff:	Robert Garner
Supervisor:	Wayne Doerpholz	Total Staff:	(1) One
Function / Description:	Outside Storage of Equipment and Vehicle Circulation	Area Required:	60,000 S.F.
		Previous Areas:	25,188 S.F.
Hours:	7:00 a.m. – 4:30 p.m., On-Call		
Special Features:	Fuel Dispensing Island, above ground tanks Proximity to Garage Access to loading docks Proximity to Inventory Fenced with gated entry Possible Pole Yard		

Space:	Covered Outdoor Equipment Storage	Staff:	Robert Garner
Supervisor:	Wayne Doerpholz	Total Staff:	(1) One
Function / Description:	Outside Storage of Equipment	Area Required:	7,000 S.F.
		Previous Areas:	1,584 S.F.
Hours:	7:00 a.m. – 4:30 p.m., On-Call		
Special Features:	Proximity to Garage Access to loading docks Proximity to Inventory Store transformers under roof cover		

Space:	Visitor and Employee Parking		
Function / Description:	Outside Storage of Equipment	Area Required:	13,000 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 Total minimum parking spaces = 32 spaces		
