

Town of Longmeadow
 Department of Public Works
Space Needs Summary
 Date: August 2015

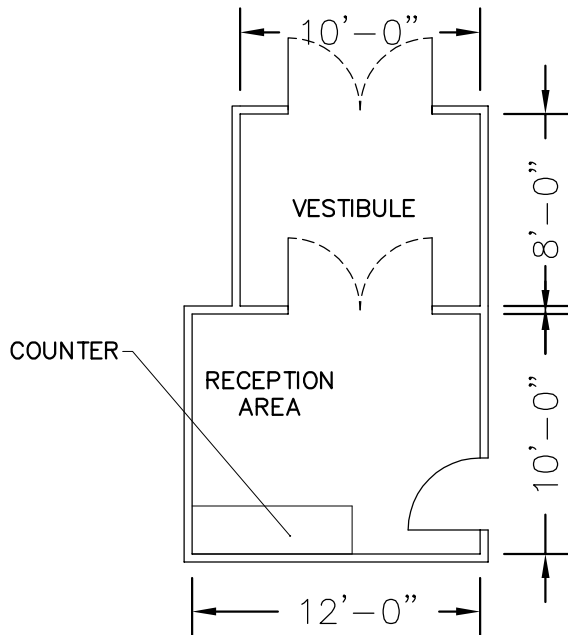
Building Requirements

Area	Description	ORIGINAL Size (SF)	MODIFIED Size (SF)	Ref #	Sheet No.	Room length	Area width	Dimensions size	
Office & Office Support Areas	Vestibule/Waiting/Reception	260	200		1	0	0	200	
	Administration Area	1,020	512		1	16	32	512	
	Director of Public Works	216	180		2	12	15	180	
	Asst. Director of Streets, Solid Waste & Grounds	180	144		2	12	12	144	
	Asst. Director of Water & Sewer	180	180		2	12	15	180	
	Facilities Director	180	144		2	12	12	144	
	Engineering Office Area	550	550		3	22	25	550	
	Engineering Layout Area	576	420		3	14	30	420	
	Town Engineer	216	144		4	12	12	144	
	Engineering Reference Area	120	-		--	0	0	-	
	Admin/Engineering Secured Field Equipment	100	144		4	12	12	144	
	Administration Secured Storage	100	-		--	0	0	-	
	Copy/File/Mail Area	225	-		--	0	0	-	
	Active File Storage	196	280		5	14	20	280	
	Archive File Storage	196	-		--	0	0	-	
	Large Conference Room	300	450		5	18	25	450	
	Small Conference Room	192	-		--	0	0	-	
	Administration Kitchenette	104	-		--	0	0	-	
	Supply Closet	120	-		--	0	0	-	
	Telephone / Data Room	100	100		6	10	10	100	
	General Closet	24	24		6	4	6	24	
	Janitor Closet	36	36		6	6	6	36	
	Admin Toilet Facilities	160	90		7	10	9	90	
	Public Toilet Facilities	54	-		--	0	0	-	
		Subtotal:	5,405	3,598					
		Area Grossing Factor (15%):	811	540					
		Circulation (20%):	1,243	828					
		TOTAL:	7,459	4,965					
	Employee Facilities	Male Locker/Shower/Toilet	840	840		8	28	30	840
Female Locker/Shower/Toilet		180	180		8	10	18	180	
Workforce Lunch Room		840	896		9	32	28	896	
Exercise Room		144	-		--	0	0	-	
Training/Multipurpose Room		700	-		--	0	0	-	
Shared Foreman Office		256	400		10	20	20	400	
Facilities Maintenance Foreman Office		100	-		--	0	0	-	
Main Electric Room		200	200		11	10	20	200	
Plumbing/Fire Protection Room		192	168		11	12	14	168	
		Subtotal:	3,452	2,684					
		Area Grossing Factor (15%):	518	403					
		Circulation (20%):	794	617					
	TOTAL:	4,764	3,704						

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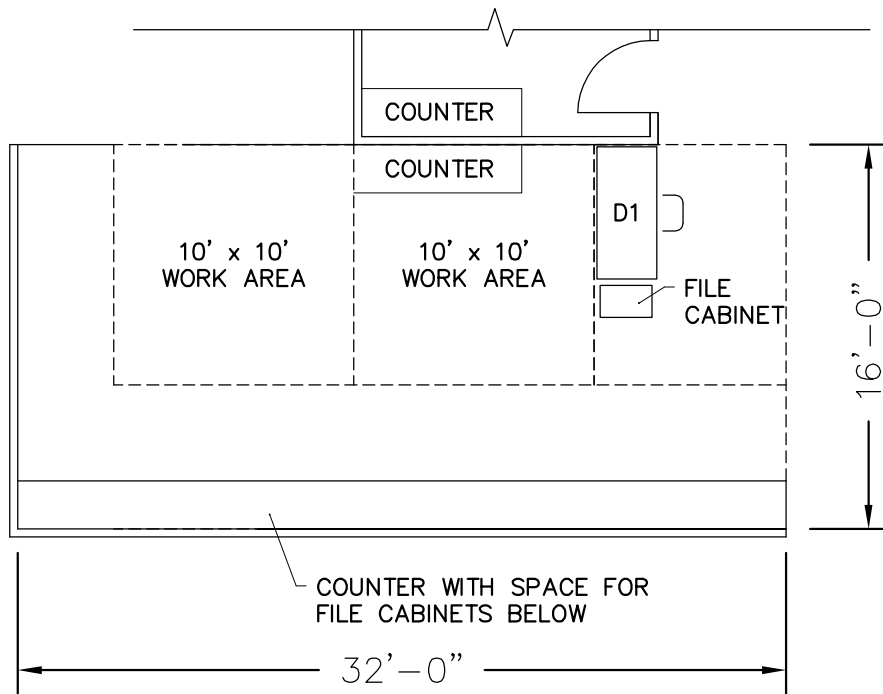
Building Requirements

Area	Description	ORIGINAL Size (SF)	MODIFIED Size (SF)	Ref #	Sheet No.	Room length	Area width	Dimensions size
Work Shops & Material Storage	Sign Shop / Storage Area	320	320		14	16	20	320
	Hydrant Repair Shop	400	-		--	0	0	-
	Water Testing Lab/Sample Storage	144	-		--	0	0	-
	Water Secured Material Storage	225	-		--	0	0	-
	Small Parts Paint Booth	252	-		--	0	0	-
	Shared Small Equipment Workshop	1,200	1,040		12	26	40	1,040
	Shared General Workshop	2,160	1,296		13	24	54	1,296
	Carpentry Shop	980	1,470		15	35	42	1,470
	Subtotal:	5,681	4,126					
	Area Grossing Factor (10%):	568	413					
	Circulation (10%):	625	454					
TOTAL:	6,874	4,992						
Vehicle Maintenance	Maintenance Fluid Storage	192	192		16	12	16	192
	Welding Bay	1,500	1,500		17	25	60	1,500
	Heavy Equipment Drive Thru Bay	1,200	1,200		17	20	60	1,200
	Light Duty Double Bay	1,200	1,200		17	20	60	1,200
	Hydraulic Hose Workshop	180	120		18	10	12	120
	Compressor Room	60	48		18	6	8	48
	Maintenance Supervisor Office and Reference	144	180		18	12	15	180
	Maintenance Reference Room	120	-		--	0	0	-
	Maintenance Workshop	176	-		--	0	0	-
	Large Tool Storage Area	400	400		19	20	20	400
	Maintenance Tire Storage & Shop	360	-		--	0	0	-
	Parts Storage Room	700	896		20	32	28	896
	Subtotal:	6,232	5,736					
Area Grossing Factor (10%):	623	574						
Circulation (10%):	686	631						
TOTAL:	7,541	6,941						
Wash Area	Wash Bay / Combo Storage Bay	1,375	1,375		21	25	55	1,375
	Wash Equipment Room	100	100		21	10	10	100
	Subtotal:	1,475	1,475					
	Area Grossing Factor (5%):	74	74					
	Circulation:	n/a	n/a					
TOTAL:	1,549	1,549						
Vehicle and Equipment Storage	Large Vehicle Storage	7,600	7,600		22	80	95	7,600
	Small Vehicle & Equipment Storage	11,250	7,500		22	75	100	7,500
	Dedicated Small Equipment Storage	4,900	3,900		22			3,900
	Subtotal:	23,750	19,000					
	Area Grossing Factor (5%):	1,188	950					
	Circulation:	n/a	n/a					
TOTAL:	24,938	19,950						
TOTAL:		53,125	42,102					



RECEPTION/VESTIBULE/WAITING AREA

10' x 8' = 80 SF
 12' x 10' = 120 SF



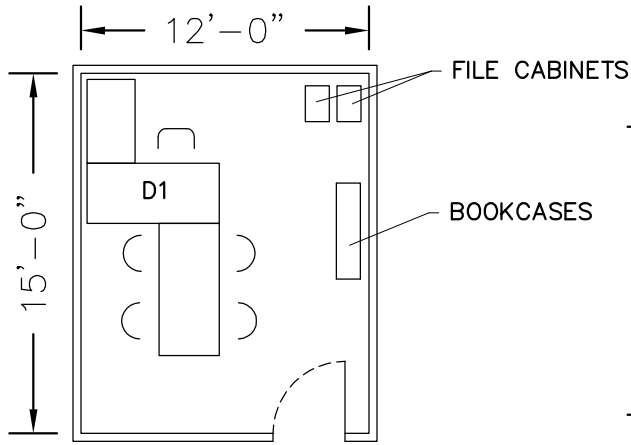
ADMINISTRATION AREA

16' x 32' = 512 SF

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 AUGUST 2015
 LONGMEADOW, MASSACHUSETTS

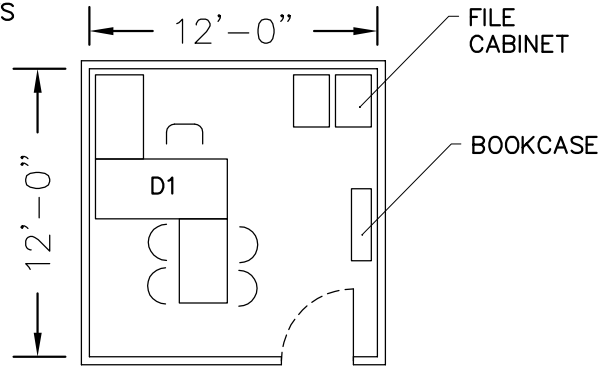
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Sheet 1



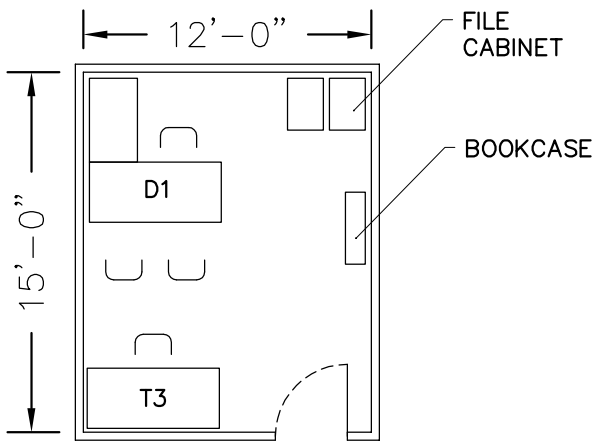
DIRECTOR OF PUBLIC WORKS

12' x 15' = 180 SF



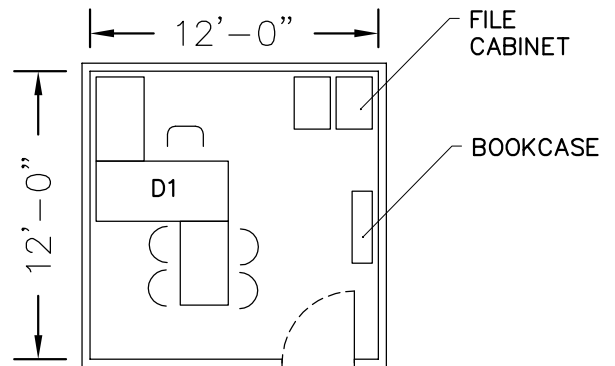
ASSISTANT DIRECTOR
STREETS, SOLID WASTE, AND
GROUNDS

12' x 12' = 144 SF



ASSISTANT DIRECTOR WATER
& WASTEWATER AND WATER
& SEWER FOREMAN

12' x 15' = 180 SF



FACILITIES DIRECTOR

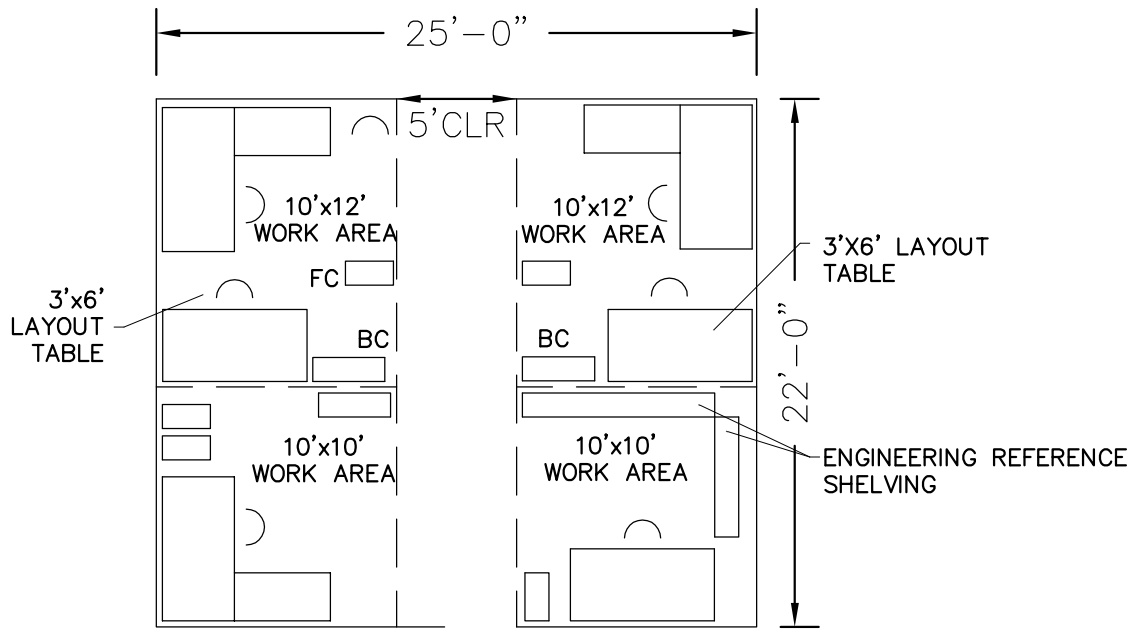
12' x 12' = 144 SF

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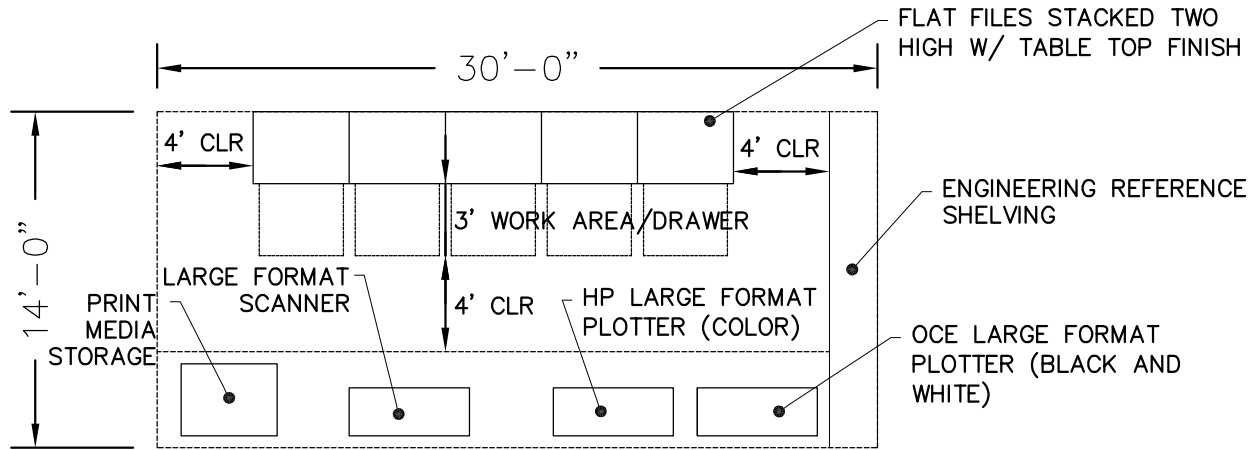
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Sheet 2



ENGINEERING OFFICE AREA

22' x 25' = 550 SF



ENGINEERING LAYOUT AREA

14' x 30' = 420 SF

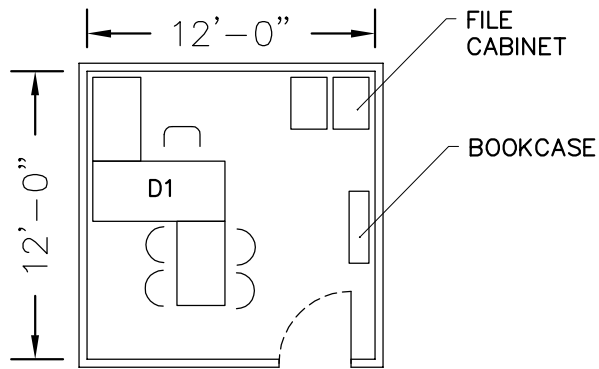
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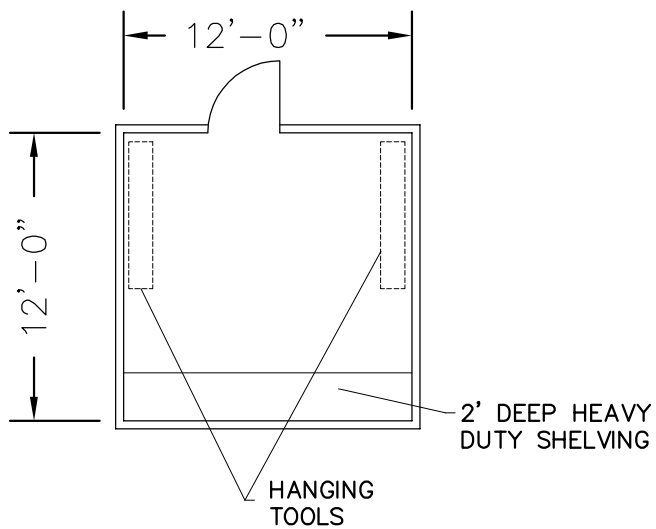
Scale: 1/8"=1'-0"

Sheet 3



TOWN ENGINEER

12' x 15' = 180 SF



ADMIN/ENGINEERING SECURED FIELD
EQUIPMENT & SUPPLY CLOSET

12' x 12' = 144 SF

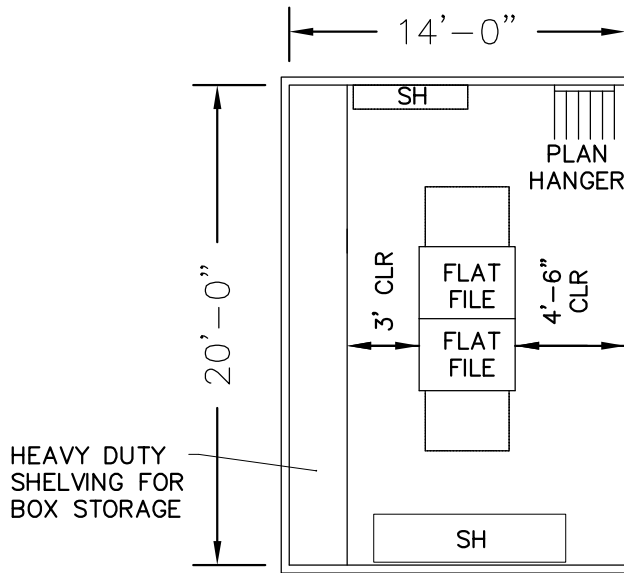
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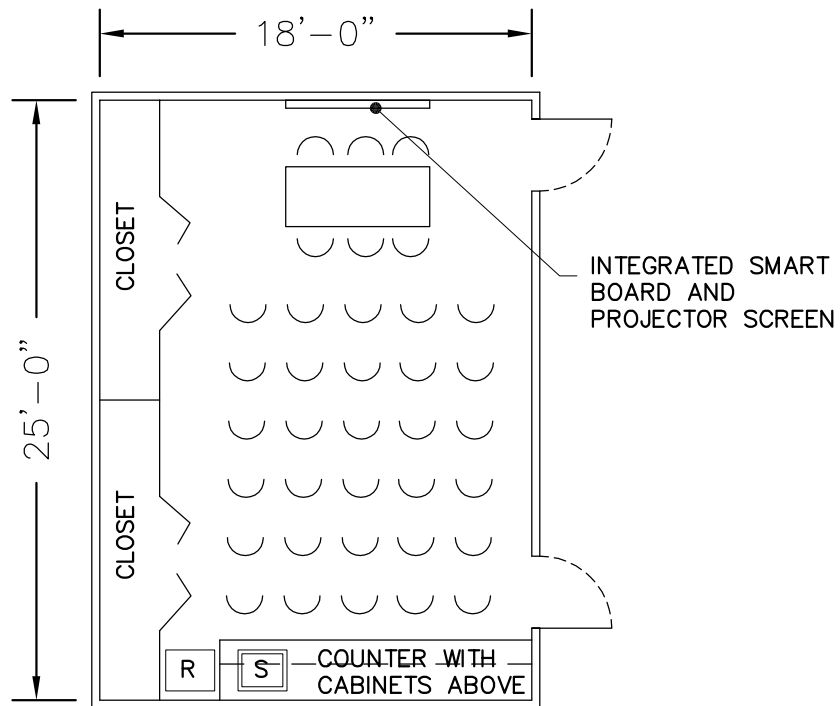
Scale: 1/8"=1'-0"

Sheet 4



FILE STORAGE

14' x 20' = 280 SF



LARGE CONFERENCE ROOM

18' x 25' = 450 SF

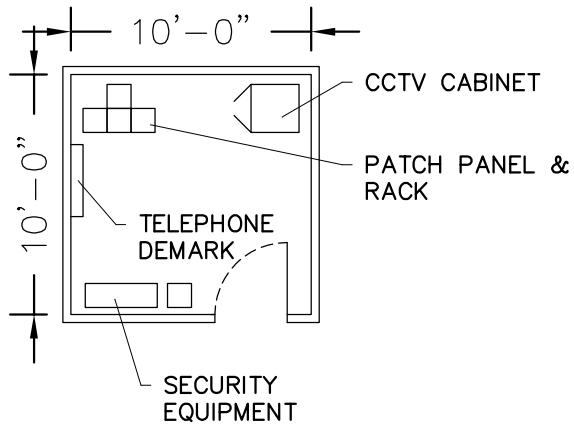
SPACE NEEDS ASSESSMENT

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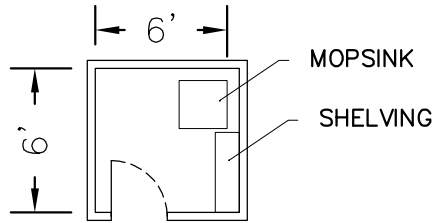
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Sheet 5



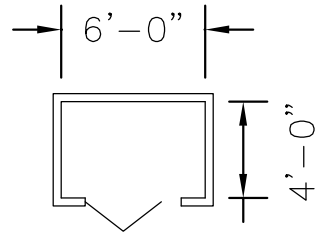
TELEPHONE/DATA ROOM

10' x 10' = 100 SF



JANITOR CLOSET

6' x 6' = 36 SF



GENERAL CLOSET

6' x 4' = 24 SF

NOTE: LOCATE OFF OF RECEPTION

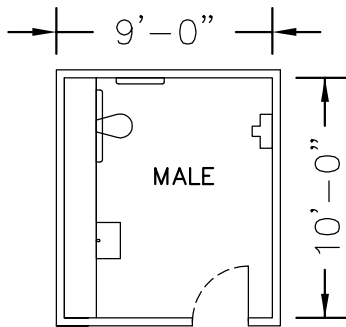
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Scale: 1/8"=1'-0"

Sheet 6



NOTE: SEE SHEET 8
FOR FEMALE TOILET
FACILITIES

ADMINISTRATION TOILET FACILITIES

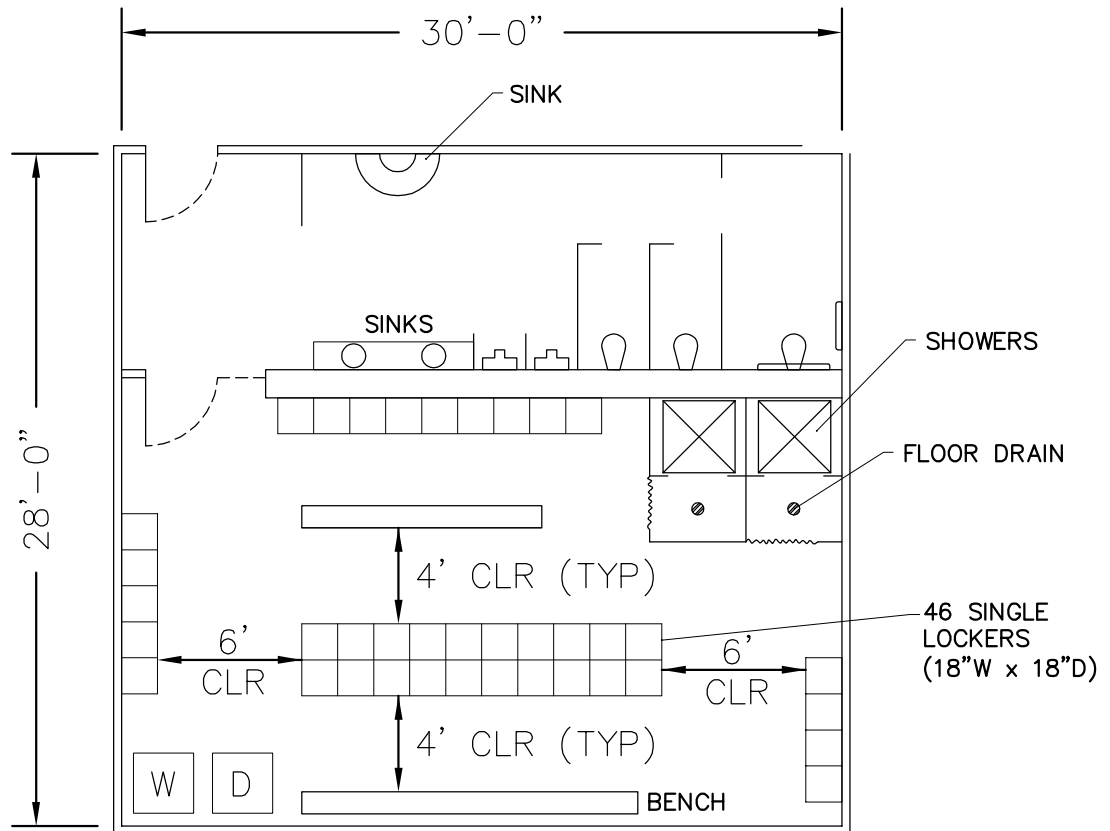
9' x 10' = 90 SF

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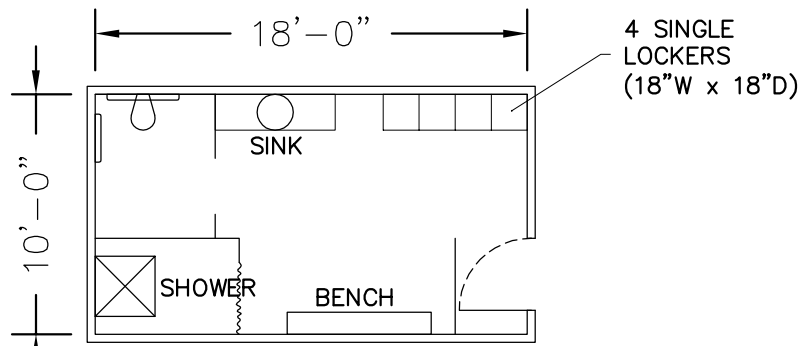
Scale: 1/8"=1'-0"

Sheet 7



MALE LOCKER/SHOWER/TOILET

28' x 30' = 840 SF



FEMALE LOCKER/SHOWER/TOILET

10' x 18' = 180 SF

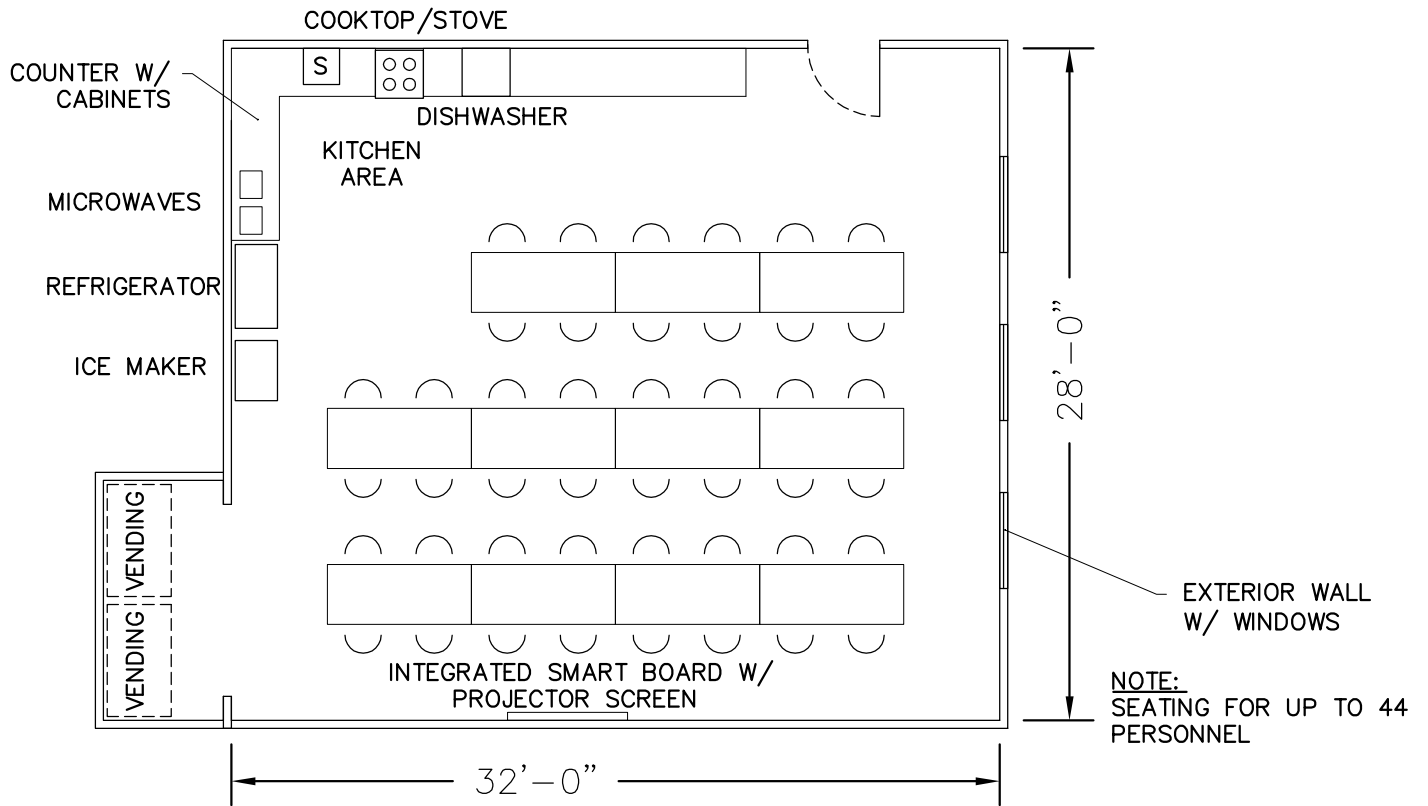
SPACE NEEDS ASSESSMENT

AUGUST 2015

LONGMEADOW, MASSACHUSETTS

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

Sheet 8



WORK FORCE LUNCH ROOM

28' x 32' = 896 SF

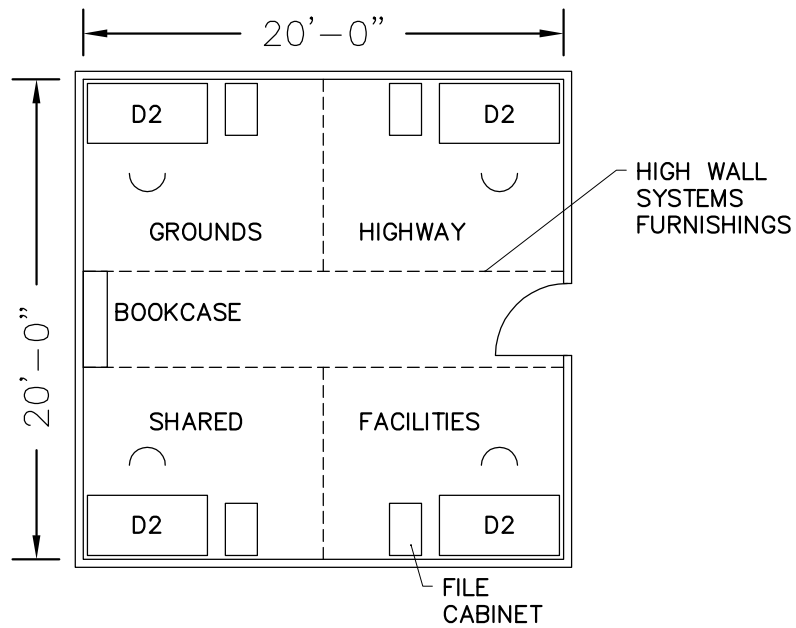
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Scale: 1/8"=1'-0"

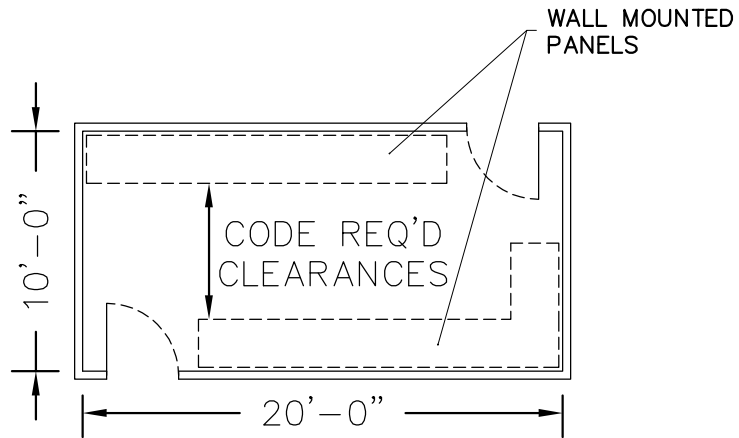
Sheet 9



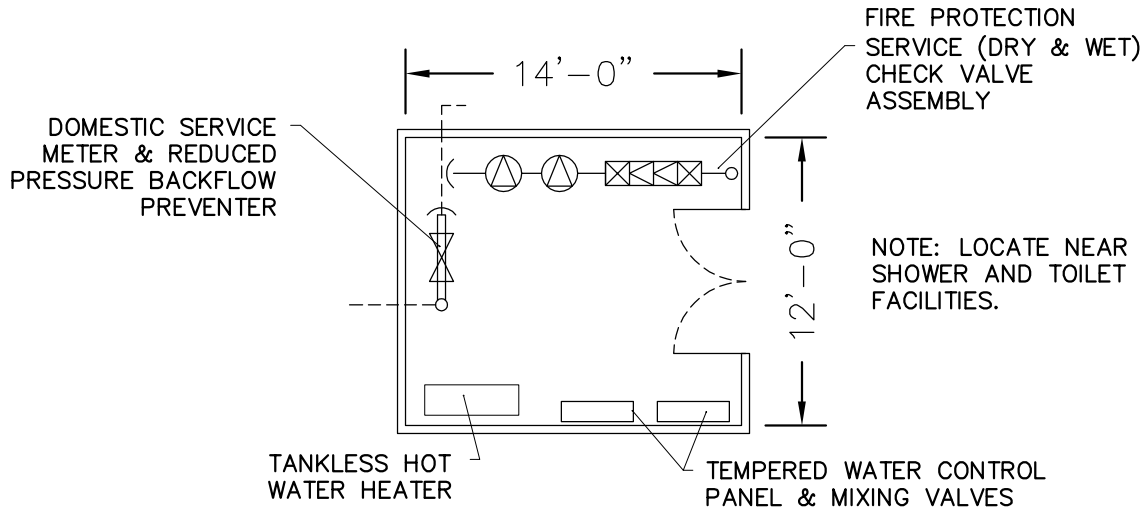
SHARED FOREMEN OFFICE
 20' x 20' = 400 SF

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 AUGUST 2015
 LONGMEADOW, MASSACHUSETTS

Scale: 1/8"=1'-0" Sheet 10



ELECTRIC ROOM
 20' x 10' = 200 SF

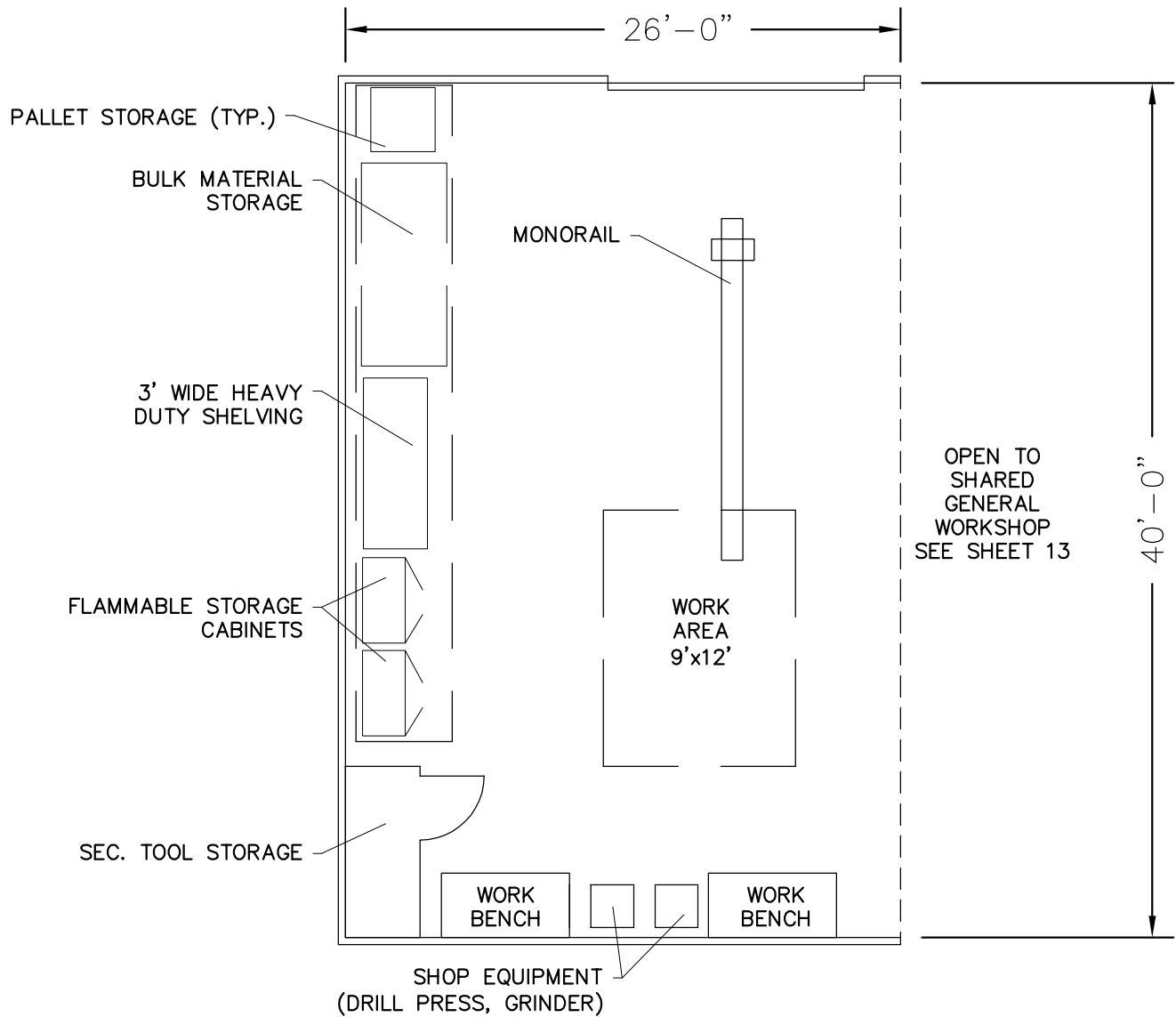


PLUMBING/FIRE PROTECTION ROOM
 14' x 12' = 168 SF

SPACE NEEDS ASSESSMENT
 AUGUST 2015
 LONGMEADOW, MASSACHUSETTS

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

Sheet 11



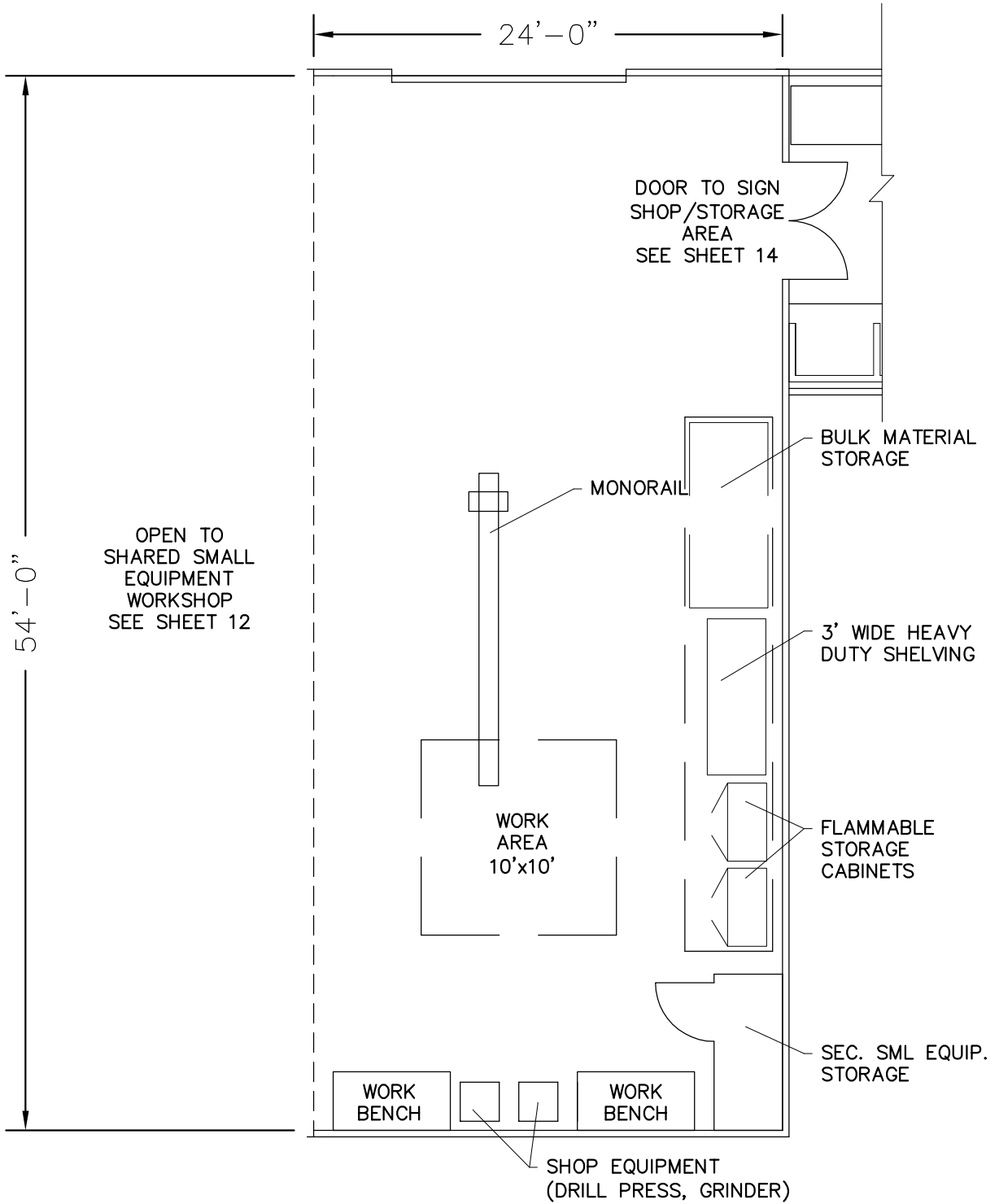
SHARED SMALL EQUIPMENT WORKSHOP

26' x 40' = 1040 SF

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 AUGUST 2015
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Scale: 1/8"=1'-0"

Sheet 12



SHARED GENERAL WORKSHOP

24' x 54' = 1296 SF

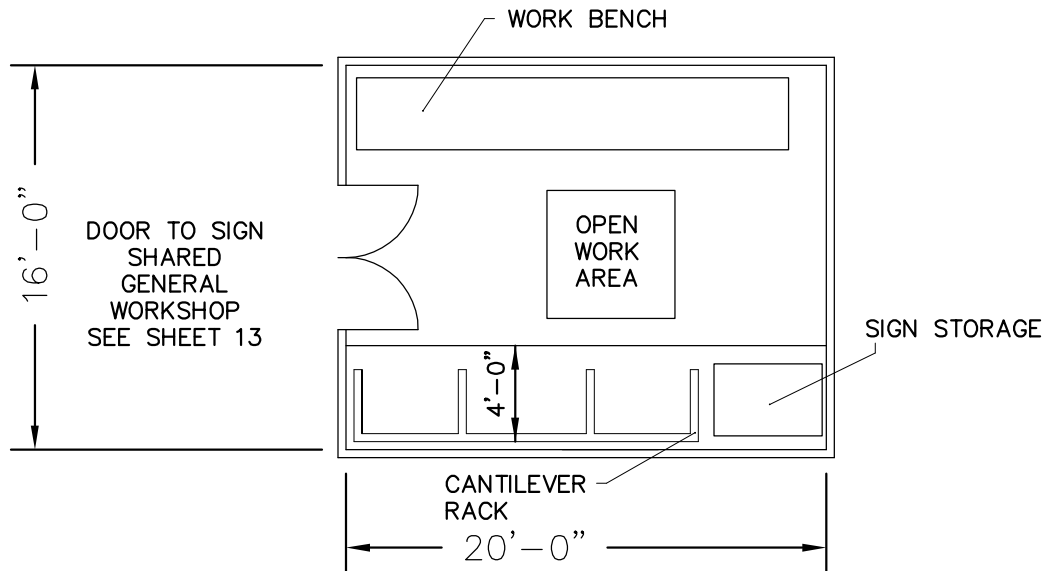
SPACE NEEDS ASSESSMENT

AUGUST 2015

LONGMEADOW, MASSACHUSETTS

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

Sheet 13

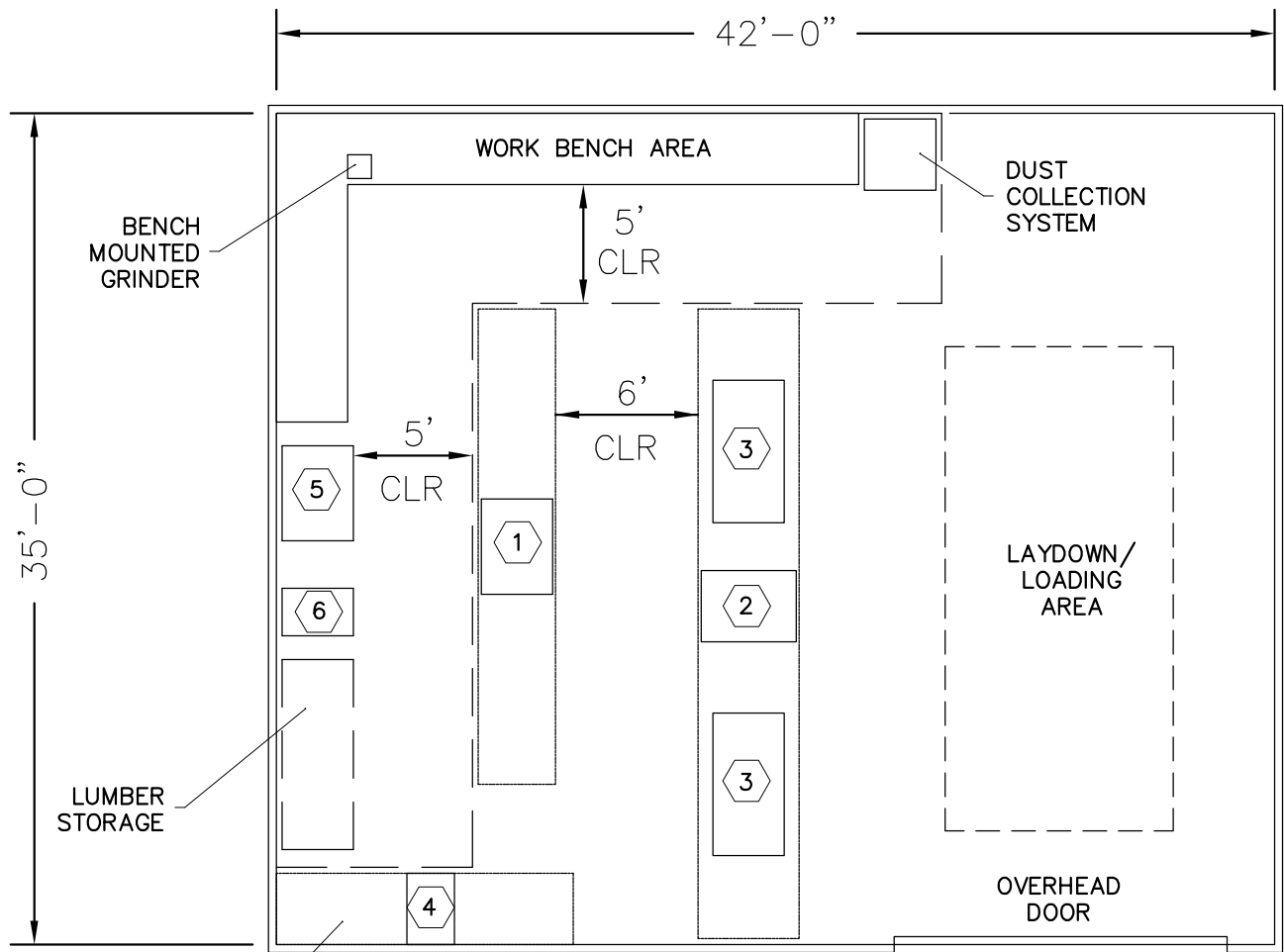


SIGN SHOP/STORAGE AREA
 16' x 20' = 320 SF

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 AUGUST 2015
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Scale: 1/8"=1'-0"

Sheet 14



CARPENTRY SHOP

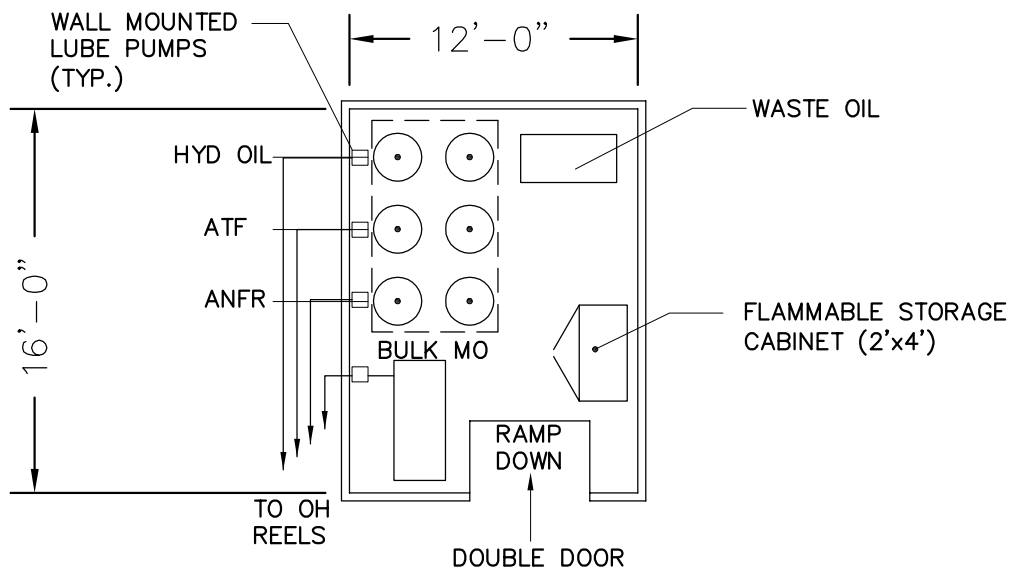
42' x 35' = 1470 SF

- 1. PLANER
- 2. TABLE SAW
- 3. WORK BENCH
- 4. RADIAL ARM SAW
- 5. JOINTER
- 6. DRILL PRESS

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 LONGMEADOW, MASSACHUSETTS

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

Sheet 15



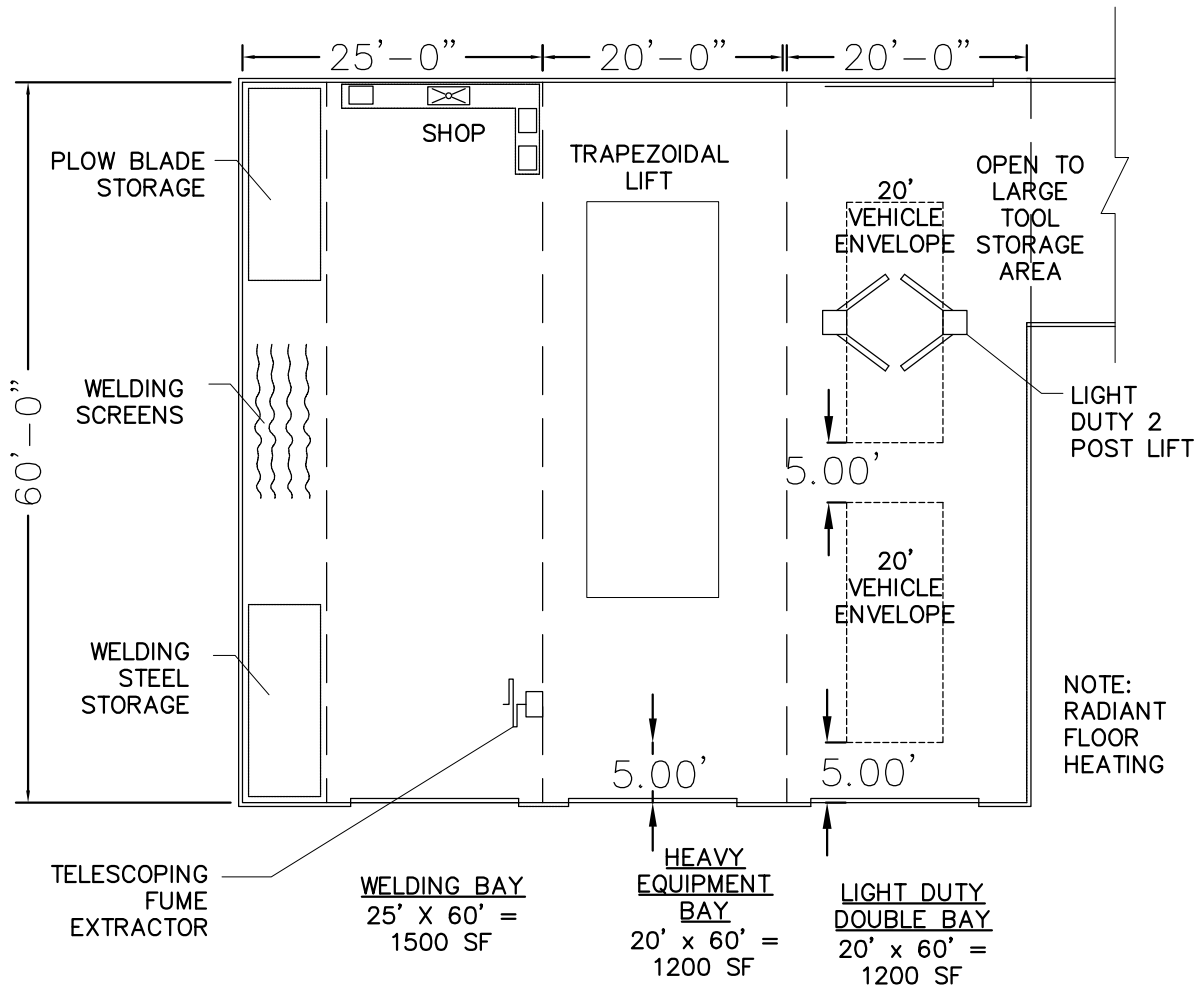
MAINTENANCE FLUID STORAGE

12' x 16' = 192 SF

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

Sheet 16

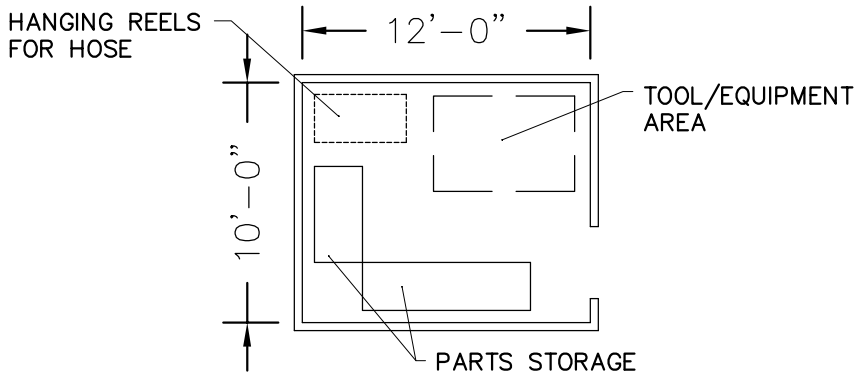


WELDING/ HEAVY EQUIPMENT DRIVE
THRU / LIGHT DUTY DOUBLE BAYS

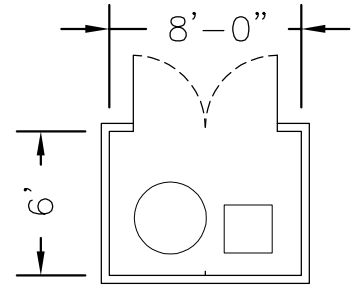
SPACE NEEDS ASSESSMENT
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Scale: 1/32"=1'-0"

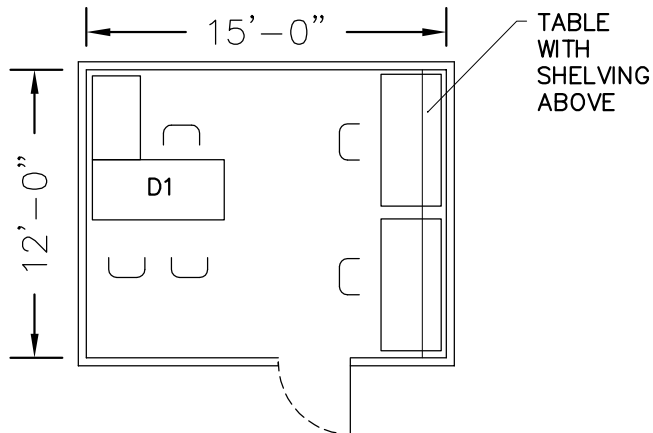
Sheet 17



HYDRAULIC HOSE WORKSHOP
 10' x 12' = 120 SF



COMPRESSOR ROOM
 6' x 8' = 48 S.F.

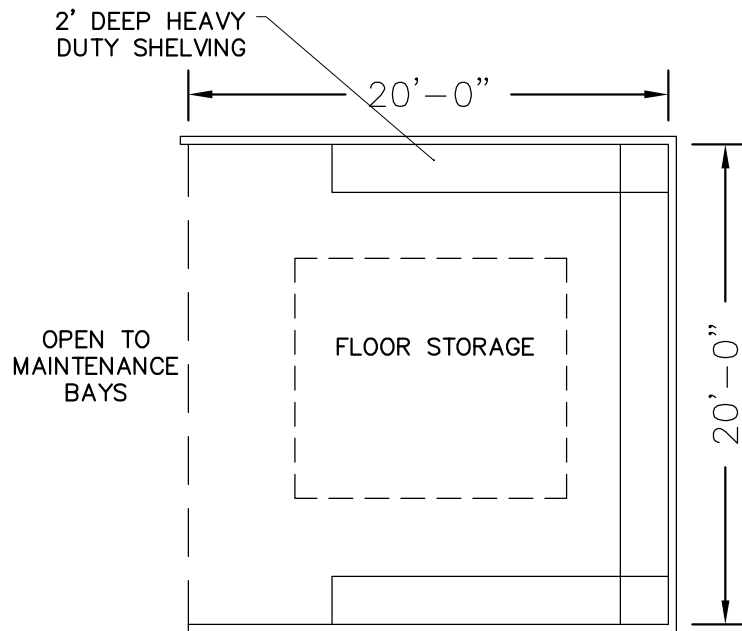


MAINTENANCE SUPERVISOR OFFICE AND REFERENCE ROOM
 12' x 15' = 180 SF

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

Sheet 18

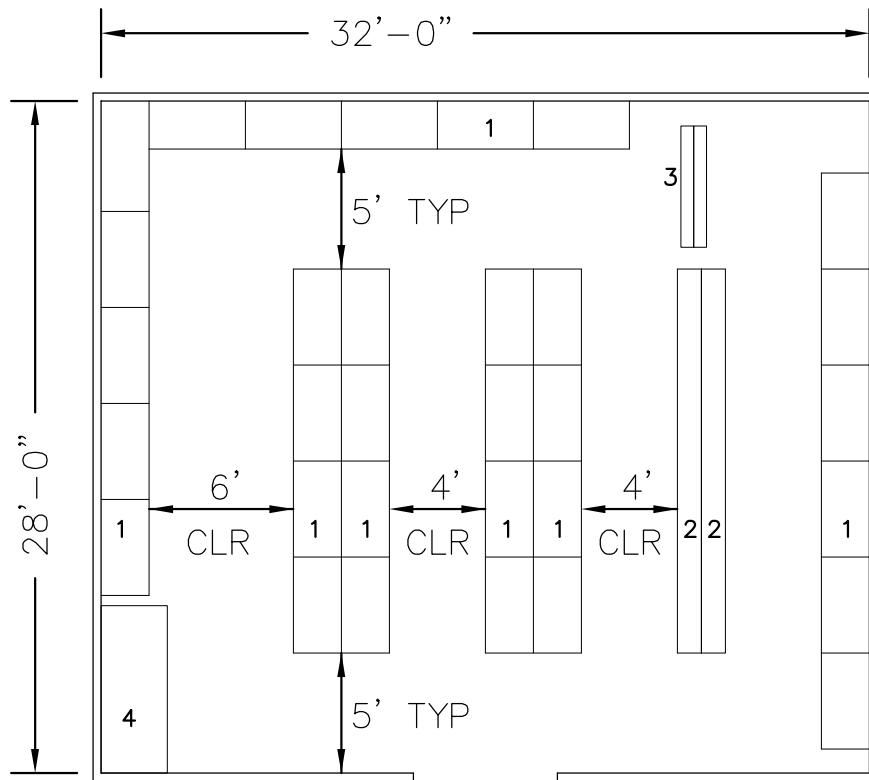


LARGE TOOL STORAGE AREA
 20' x 20' = 400 SF

SPACE NEEDS ASSESSMENT
 AUGUST 2015
 LONGMEADOW, MASSACHUSETTS

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

Sheet 19



PARTS STORAGE ROOM
32' x 28' = 896 SF

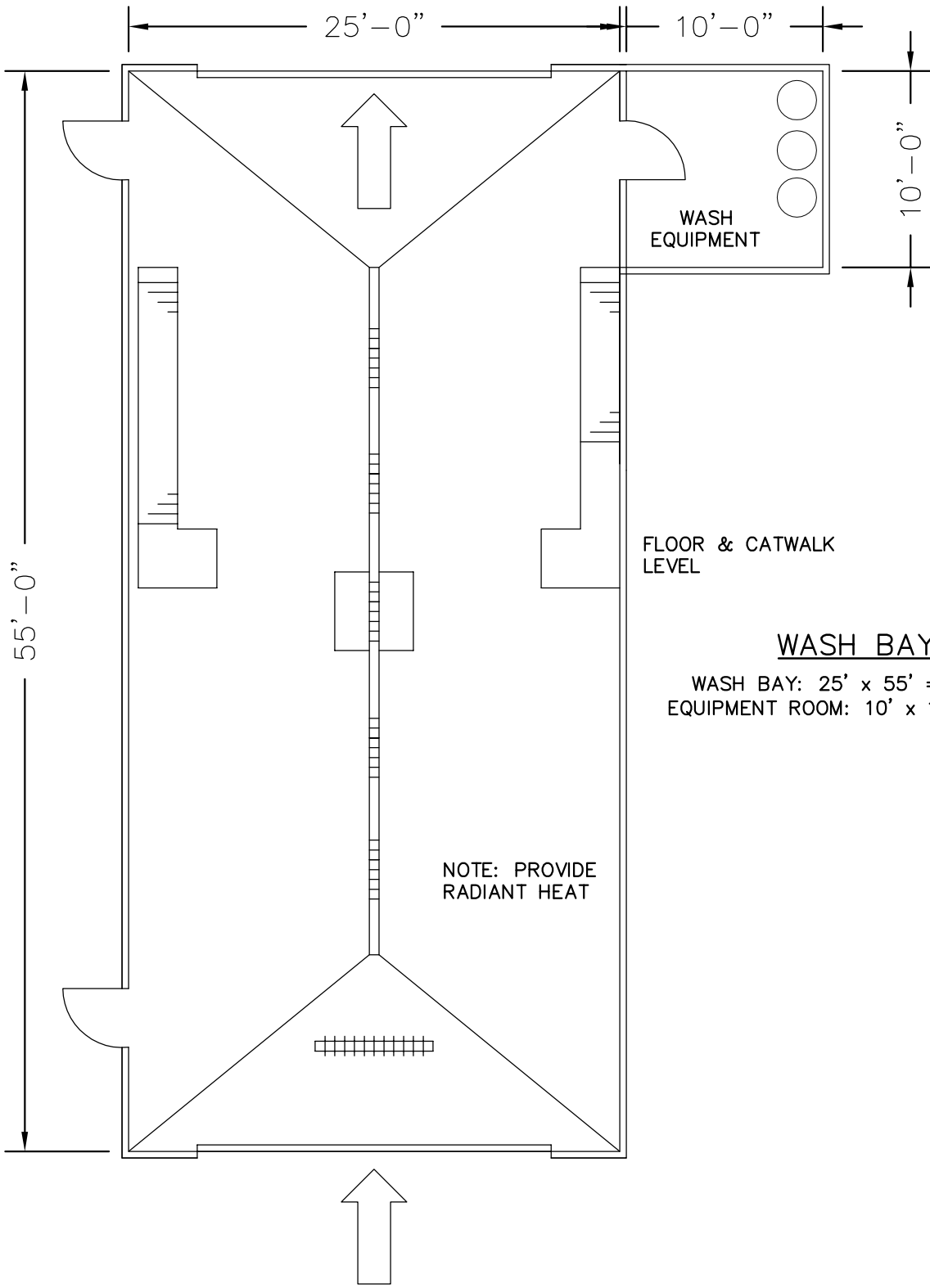
NOTES:

1. 24" HEAVY DUTY SHELVING
2. SMALL PARTS BIN
3. WALL STORAGE (HANGING HOSES, BELTS, ETC.)
4. BULK FLOOR STORAGE

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AUGUST 2015
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Scale: 1/8"=1'-0"

Sheet 20



FLOOR & CATWALK LEVEL

WASH BAY

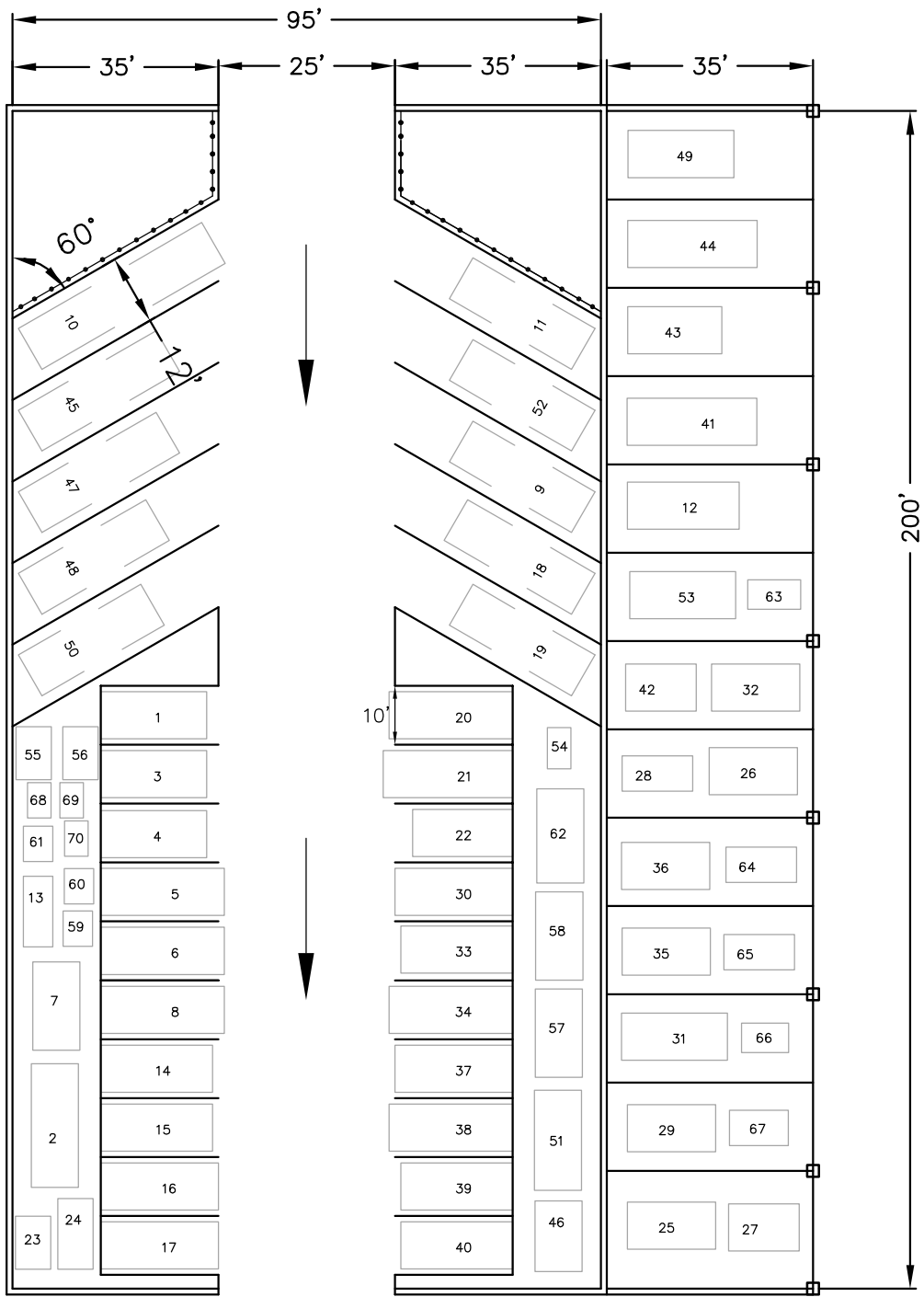
WASH BAY: 25' x 55' = 1,375 SF
 EQUIPMENT ROOM: 10' x 10' = 100 SF

NOTE: PROVIDE RADIANT HEAT

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

Sheet 21



VEHICLE AND EQUIPMENT STORAGE
 95' x 200' = 19000 SF

CANOPY
 35' x 200' = 7000 SF

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Scale: 1"=30'-0"

Sheet 22