

Programming Study for the  
**NEWINGTON MUNICIPAL CENTER**

March 15, 2017



QuisenberryArcari  
ARCHITECTS, LLC



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SPACE USE COMPARISON



# Newington Municipal Center

March 16, 2017

## Space Use Comparison

Code	Department Description	Area (program s.f.)		Differential	Add'l Reductions
		Existing (s.f.)	Proposed		
<b>Services</b>					
CLE	Town Clerk	1964	710	- 1,254	0
VLT	Vault	880	1,500	620	0
AA	Assessor	844	1,050	206	0
REV	Revenue Collection	1563	860	- 703	0
REG	Registrar of Voters	444	710	266	0
<b>Suite Subtotal</b>			<b>4,830</b>		
Net-to-Gross Factor			20%		
Net-to-Gross Area (s.f.)			<b>966</b>		
<b>Suite Gross Area</b>		<b>5,695</b>	<b>5,796</b>	<b>101</b>	<b>-</b>
BD	Building Department				0
PL	Town Planner/Zoning	3195	3,040	- 155	0
ENG	Engineering				0
FM	Fire Marshal	0	860	860	0
HGW	Highway Department Director	0	175	175	0
ECD	Economic Development	484	175	- 309	0
<b>Suite Subtotal</b>			<b>4,250</b>		
Net-to-Gross Factor			20%		
Net-to-Gross Area (s.f.)			<b>850</b>		
<b>Suite Gross Area</b>		<b>3,679</b>	<b>5,100</b>	<b>1,421</b>	<b>-</b>
<b>Government</b>					
TC	Town Council	1050	1,750	700	0
MAY	Mayor's Office	250	310	60	0
<b>Suite Subtotal</b>			<b>2,060</b>		
Net-to-Gross Factor			20%		
Net-to-Gross Area (s.f.)			<b>412</b>		
<b>Suite Gross Area</b>		<b>1,300</b>	<b>2,472</b>	<b>1,172</b>	<b>-</b>

## Space Use Comparison

Code	Department		Area (program s.f.)		Differential	Add'l Reductions
	Description	Existing (s.f.)	Proposed			
Operations						
MGR	Town Manager		1795	1,850	55	0
FIN	Finance		1028	1,110	82	-150
FAC	Facilities		1010	400	- 610	0
IT	Information Technology		920	1,070	150	0
<b>Suite Subtotal</b>				<b>4,430</b>		
Net-to-Gross Factor				20%		
Net-to-Gross Area (s.f.)				<b>886</b>		
<b>Suite Gross Area</b>			<b>4,753</b>	<b>5,316</b>	<b>563</b>	<b>- 150</b>
Parks & Recreation						
CC	Community Center		16570	24,400	7,830	-570
<b>Suite Subtotal</b>				<b>24,400</b>		
Net-to-Gross Factor				12.5%		
Net-to-Gross Area (s.f.)				<b>3,050</b>		
<b>Suite Gross Area</b>			<b>16,570</b>	<b>27,450</b>	<b>10,880</b>	<b>- 570</b>
Health & Human Services						
HS	Human Services Admin		2914	2,485	- 429	0
FP	Food Pantry		2395	1,335	- 1,060	0
<b>Suite Subtotal</b>				<b>3,820</b>		
Net-to-Gross Factor				20%		
Net-to-Gross Area (s.f.)				<b>764</b>		
<b>Suite Gross Area</b>			<b>5,309</b>	<b>4,584</b>	<b>- 725</b>	<b>-</b>
Board of Education						
BOE-S	Superintendant's Office		2464	1,840	- 624	0
BOE-B	Business Office		1874	1,665	- 209	0
BOE-C	Curriculum Development		3426	4,010	584	-2290
BOE-E	Student Services		784	1,360	576	0
BOE-H	Human Capital Development		3504	2,425	- 1,079	0
<b>Suite Subtotal</b>				<b>11,300</b>		
Net-to-Gross Factor				20%		
Net-to-Gross Area (s.f.)				<b>2,260</b>		
<b>Suite Gross Area</b>			<b>12,052</b>	<b>13,560</b>	<b>1,508</b>	<b>- 2,290</b>

## Space Use Comparison

Department		Area (program s.f.)		Differential	Add'l Reductions
Code	Description	Existing (s.f.)	Proposed		
TA	Transition Academy	1660	1,965	305	0
	<b>Suite Subtotal</b>		<b>1,965</b>		
	Net-to-Gross Factor		20%		
	Net-to-Gross Area (s.f.)		<b>393</b>		
	<b>Suite Gross Area</b>	<b>1,660</b>	<b>2,358</b>	<b>698</b>	<b>-</b>
Building Tenants					
NCTV	Newington Community TV	2526	2,160	- 366	0
CCHD	Central CT Health District	404	260	- 144	0
	<b>Suite Subtotal</b>		<b>2,420</b>		
	Net-to-Gross Factor		20%		
	Net-to-Gross Area (s.f.)		<b>484</b>		
	<b>Suite Gross Area</b>	<b>2,930</b>	<b>2,904</b>	<b>- 26</b>	<b>-</b>
<b>Net Program Area</b>		<b>53,948</b>	<b>59,475</b>	<b>-</b>	<b>- 3,010</b>
Common Shared Spaces					
SHC	Shared Meeting Spaces	1,221	750	- 471	0
COM	Other Common/Shared Spaces	10,311	3,335	- 6,976	0
AUD	Existing Auditorium	3900	-	- 3,900	0
	<b>Suite Subtotal</b>		<b>4,085</b>		
	Net-to-Gross Factor		0%		
	Net-to-Gross Area (s.f.)		<b>-</b>		
	<b>Suite Gross Area</b>	<b>15,432</b>	<b>4,085</b>	<b>- 11,347</b>	<b>-</b>
<b>Total Space Allocation</b>		<b>69,380</b>	<b>63,560</b>	<b>- 5,820</b>	<b>- 3,010</b>
	Net-to-Gross factor (avg.)	<b>46%</b>	<b>16%</b>	Gross Reductions	Total Add'l Reductions
	Net-to-Gross area (s.f.)	<b>31,754</b>	<b>10,065</b>		
	<b>Gross Building Total</b>	<b>101,134</b>	<b>73,625</b>	<b>- 27,509</b>	<b>- 3,010</b>
	<b>Program Reductions from current</b>		<b>8.4%</b>		
	<b>Building Reductions from current</b>		<b>27.2%</b>		
	<b>w/ all Additional Reductions</b>			<b>% less</b>	
	Program Area ( s.f.)		<b>60,550</b>	<b>12.7%</b>	
	Gross Building (s.f.)		<b>70,138</b>	<b>30.6%</b>	

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PROGRAM ASSESSMENT



# Newington Municipal Center

March 15, 2017

## Program Assessment

The following programmatic synopsis addresses each space, its functional needs, a synopsis of its use, and will inform a final determination of its size.

The following program document has been reviewed by the direct users and all comments have been incorporated.

## TOWN HALL

### ENTRY VESTIBULE

Shared Entrance with shared lobby  
Automatic door openers – Sliding Style (2) sets  
Emergency release doors  
Air-lock  
Durable finishes  
Walk off carpet or recessed aluminum entrance mat  
Vision panels / windows to the outside  
Direct access from covered entry area  
Adjacency to reception area / parks and rec office – observation  
Well lit  
Trash/Recycling receptacle  
Fire Alarm Anunciator Panel  
Knox Box  
Drop box  
Down blast heater or “warm air curtain” to be provided  
Digital reader for “rec-trac” software.

*The entry vestibule will serve as an air lock, and transition space to the lobby and core of the building. This space is to be durable as it receives more pedestrian traffic than any other individual space in the building.*

## LOBBY

Community Wide Information Desk

Adjacent to the administrative front desk / parks and rec office

Adjacent to community information kiosk

Adjacent to the HC Toilet Rooms

Adjacent to the gym and multi-purpose room with direct access

Used as prefunction space for gym and multi-function rooms

Used as waiting area for parks and recreation registration

Indirectly connected to social services offices/space

Tile finishes

Seating / Lounge Areas

Direct visual observation of vehicular drop off

Supplemental heat and A/C to compensate for adjacent entry (see vestibule)

Well lit

Wall protection – Continuous chair rail or wainscot

Durable finishes

Integral sound / AV system

Directory / signage.

Wide corridors for comfortable travel each way.

Set up as an art gallery – picture rail for flexibility/rotating collection

Display cases

Photo and wall displays

Drinking Fountain

CCTV observation and security

Automatic Defibrillator

Building Directory signage and map

*The lobby space is key to the success of the town hall / community center. The lobby should be centralized to minimize the overall pedestrian travel distances in the building. This will create a zone of activity that is adjacent to most of the center's function areas and can easily be monitored by the staff. It will also provide an opportunity to develop a centralized "social corridor" with various lounge areas and "public" special use spaces. This space will be the transitional hub of the center.*

## LOBBY HC TOILET ROOMS

- (1) Men's HC Room
- (1) Women's HC Room

Tile finishes – Floors and walls  
Grab bars  
Fully Accessible  
Under counter lavatories  
Full width mirrors  
Indirect, wall mounted or ceiling recessed lighting  
Match accessories with town standard  
Provide Urinal in the Men's Room  
Diaper deck to be included in these public toilet rooms

*Toilet facilities near the main lobby may also serve the café and/or the multipurpose/entertaining room. They should be fully HC Accessible.*

## COAT STORAGE

Continuous closet rod and shelves  
Double height bars and shelves  
Tall bar and shelves for winter coats  
Special storage hooks for bags  
Storage cubbies  
Boot shelf  
Umbrella container  
"Dutch" transition door - optional  
Counter for tickets, receipts, and tips - optional  
Positive air flow  
Tile floor finish  
Floor drain if possible  
Dedicated for Coat Storage Only, no program storage in this space

*The coat storage room should be a part of the lobby and directly adjacent to the multi-purpose rooms.*

## COMMUNITY INFORMATION AREA

Computer access terminal & desk  
Informational pamphlets  
Advertising Area – Tack/Poster Board and digital displays  
Adjacent to café  
Adjacent to main entrance  
Located within the lobby space  
Tickertape notification area

## CAFÉ COUNTER / LOUNGE – (Optional Counter/Amenities)

### Prep, Work & Counter

- Continuous counter
- Coffee service / Juice service
- Refreshments & Snack counter
- Register
- Sinks
- Refrigerators
- Disposal / Dishwasher
- Drink cooler
- Dry good storage
- Condiments
- Tile or rubber barback surfaces
- Floor drain
- TV's

### Seating

- Various seating options (tables, couch, chairs, high tables, bench)
- Direct visibility to lobby, drop off, and multi-purpose functions
- Wireless modem and internet access
- Wood or carpet tile finishes

*The cafe should be a part of the lobby and directly adjacent to the multi-purpose rooms. This space may be treated as a special function space. This space will serve as the core of the social and circulation spaces. It offers all patrons the ability to get refreshments without going into the main dining/service area. The café also will serve as a staging area for multi purpose or recreation events. This is a part of the lobby space*

## GALLERY

### Gallery / Display

- Locked, glass display cases
- Open display
- Wall display
- Dedicated, accent lighting
- Secure access
- Observation, CCTV

## SHARED CONFERENCE ROOMS

### Shared Conference Room

- Shared with town hall and community center program
- Potentially located adjacent to council chambers for caucusing use
- Potentially located on first floor for secondary access to lobby and CC
- Conference Table for 8-12
- Coffee Station / fridge / sink
- Millwork
- Tack board/white board display
- Video capability / projection
- Operable skyfold partitions to allow 1 large classroom / training space
- Sound Protected for private use and caucases
- Carpet tile finishes
- Shared / Secured Access

### Projection Room / Control Room

- Window to one of the conference rooms
- Desks for A/V equipment and controls
- Wired for NCTV remote access, monitoring & video recording

### Storage Room

- Table, Chair, Desk Storage

TOWN CLERK (James/Traci/ Jen)

## Public Transaction Desk – (possibly direct to corridor / w/ internal preference)

- 3 computer terminals – (1 with cash drawer)
- Fire shutter to hallway
- Transaction counter
- Printer space below or adjacent
- File drawers below desk
- Cash / transaction drawers below computers
- Small safe under transaction counter
- Service cabinets
- Direct adjacency to the open office area
- Direct / or secondary adjacency to the main lobby
- Visual observation of the lobby or public entrance area
- Small storage closet
- Tackable surfaces under the transaction counter
- HC access station – (appropriate height)
- Pendant and direct lighting – tasks
- CCTV monitors
- Secured use for after hours and community use

## Public Access Vestibule/Area – (door to corridor)

- 3 computer terminals with printer– side seated area
- Separate door access to town clerk suite
- Ensure access to vault without traveling behind transaction desk

## Town Clerk's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office and visual access to desk

## Staff Open Office Area

- (2) full workstations/with low partitions
- (1) half workstation/ desk for projects/outside use/future growth
- Direct observation and access to the front counter
- Direct adjacency and observation of vault/access
- Computers
- Mail boxes

## File Storage / Bookshelves / HD – (see file inventory)

Storage Room / Closed

IT / Server Room

Appropriate Power/Data & HVAC requirements

Copy / Resource Area

Large format printer/copier

Paper storage

Layout space

Secondary Safe

Cabinets for storage

Coat locker / hooks

Coffee Station / Counter – (possibly shared assessor/collector)

Counter with upper / lower cabinets

Fridge

Utility sink

Undercabinet Microwave

Task Lighting

VAULT (S)

Main Town Clerk Vault  
Secondary Town Clerk Vault  
Assessor's Vault

Vaults are to be located in core of building with secure access  
4 hour rated and meet state requirements  
Possibly 1 space, but likely 3 spaces with unique access requirements  
Direct access from Town Clerk Suite  
Secondary access from Assessor's Suite  
Direct access from Tax Collector's Suite  
High Density Storage Shelving  
Central Shelving and Work/Review Counter  
Lighting and Limited Convenience Outlets  
Independent HVAC services / emergency lighting / switches exterior  
Secured use for after hours and community use  
CCTV observation

*The Town Clerk should be located on the first floor, directly adjacent to the public entrance/access area. The Clerk's office, Assessor's office, and Tax Collector's office should be directly adjacent to each other. All three offices should be directly adjacent to the main vaults (located in the building core).*

TAX ASSESSOR (Steve/Carol/Rick/Betty/Kyle)

## Public Transaction Desk – (possibly direct to corridor)

- 3 computer terminals – (1 with cash drawer)
- Fire shutter to hallway
- Transaction counter
- Printer space below or adjacent
- File drawers below desk
- Cash / transaction drawers below computers
- Service cabinets
- Direct adjacency to the open office area
- Direct / or secondary adjacency to the main lobby
- Small storage closet
- Tackable surfaces under the transaction counter
- HC access station – (appropriate height)
- Pendant and direct lighting – tasks
- CCTV monitors
- Wall Clock
- Operable Windows

## Public Access Vestibule – (door to corridor)

- 1 computer terminals / 1 printer terminal – side seated area
- Separate door access to town clerk suite

## Tax Assessor's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office and visual access to desk

## Deputy Assessor's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Coat hooks
- Credenza Storage
- Direct adjacency to open office and visual access to desk

**Staff Open Office Area**

- (2) full workstations/with low partitions
- (1) part time workstation/with low partitions
- (1) work desk / counter
- Direct observation and access to the front counter
- Direct adjacency and observation of vault/access
- Computers
- Mail boxes

**Shared Meeting Room**

- Shared with town clerk and tax collector
- Conference Table for 4-8
- Coffee Station / fridge / sink– (possible location for shared services)
- Millwork
- Tack board/white board display
- Video capability / projection
- Sound Protected
- Carpeted finishes
- Shared / Secured Access

File Storage / Bookshelves / HD – (see file inventory)

**Storage Room / Closet****Copy / Resource Area**

- Large format printer/copier
- Paper storage
- Layout space
- Secondary Safe
- Cabinets for storage
- Coat locker / hooks
- Located so public can make copies

Coffee Station / Counter – (possibly shared assessor/collector)

**Vault Space**

*The Tax Assessor should be located on the first floor, directly adjacent to the public entrance/access area. The Clerk's office, Assessor's office, and Tax Collector's office should be directly adjacent to each other. All three offices should be directly adjacent to the main vaults (located in the building core).*

REVENUE COLLECTOR (Corinne/Stacy/Katrine/Rose)

## Public Transaction Desk – (possibly direct to corridor)

- 3 computer/register terminals – (3 with cash drawer)
- 1 computer terminal
- Fire shutter to hallway
- Transaction counter
- Printer space below or adjacent
- File drawers below desk
- Cash / transaction drawers below computers
- Service cabinets
- Direct adjacency to the open office area
- Direct / or secondary adjacency to the main lobby
- Small storage closet
- Tackable surfaces under the transaction counter
- HC access station – (appropriate height)
- Pendant and direct lighting – tasks
- CCTV monitors
- Security glazing between stations and public counter

Safe – Large – (in work / copy area – possibly stored in vault)

Safe – Small – (possibly below counter)

## Tax Collector's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office and visual access to desk

## Deputy Collector's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Coat hooks
- Credenza Storage
- Direct adjacency to collector's office and open office
- Visual observation of front desk

Staff Open Office Area

(3) full workstations/with low partitions

(1) work desk / counter

Direct observation and access to the front counter (secure glazing)

Direct adjacency and observation of vault/access

Bookcases & Storage Shelves

Computers

Mail boxes

Meeting Room – shared with town clerk / assessor

File Storage / Bookshelves / HD – (see file inventory)

Storage Room / Closet

Copy / Resource Area

Large format printer/copier

Paper storage

Layout space

Secondary Safe

Cabinets for storage

Coat locker / hooks

Coffee Station / Counter – (possibly shared assessor/collector)

Vault Space – (dedicated area/safe)

*The Tax Collector should be located on the first floor, directly adjacent to the public entrance/access area. The Clerk's office, Assessor's office, and Tax Collector's office should be directly adjacent to each other. All three offices should be directly adjacent to the main vaults (located in the building core).*

REGISTRAR of VOTERS (Linda/Marie)

## Registrar's Office

Open Office Area  
(4) full workstations/with low partitions  
Transaction Desk / Waiting & Seating Area  
Bookcases & Storage Shelves  
Computers (4)  
Mail boxes

File Storage / Bookshelves / HD – (see file inventory)

Copy / Printer (2)

Storage Room / Closet – Secured for ballot storage

Tabulation-Machine Work Room  
Room for tabulators and machines  
Room for central work table  
Secured room with environmental controls  
Outlets at full perimeter of room  
Access to exterior for loading and transport

Voting Equipment Storage - secured

Vault Space – (dedicated area/safe)

*The Registrar of voters space should be accessible from the main entrance but also needs to be accessible to the exterior loading and work entrance. Staff notes that direct adjacency to the tabulation-machine work room would be positive. Staff notes that direct adjacency to the Town Clerk's office will be a positive.*

*The Building Services Suite should include the following:*

*Building Department  
Planning Department  
Zoning Department  
Engineering Department  
Economic Development  
Public Works Department  
Fire Marshal*

*All departments are served by a shared administrative suite and access desk. However, each tenant, listed above has specific space needs. The common space needs are identified in the building department space. The unique space needs are listed below:*

BUILDING DEPARTMENT (Doug/Kieran/Art/Cindy/Adrien)

Waiting / Seating Area – adjacent to plan room and corridor  
Possibly an open area / alcove off the corridor  
Seating for 8-12  
Wall mounted forms/informational display

Public Permit Kiosk / Computer

Public Transaction Desk – open to corridor  
1 computer terminal – (1 with cash drawer)  
Fire shutter to hallway  
Transaction counter – 3 deep counter 8'9' wide  
Printer space below or adjacent to copier and register  
Cabinet for supply use at counter  
File drawers below desk  
Direct adjacency to the open office area  
Tackable surfaces under the transaction counter  
Pendant and direct lighting – tasks  
CCTV monitors

Public Plan Review Room – (door to corridor / door to suite)  
Counter for plan setup and review  
Meeting able to accommodate 2-4 people  
Open access to lobby area / Secure access to staff area (keypad access)  
CCTV monitoring

**Staff Open Office Area**

- (2) full workstations/with low partitions
- (2) full workstation for pt staff / swing space /
- Direct observation and access to the front counter
- Direct adjacency and observation of vault/access
- Direct adjacent to city map files / address files (building/planning)
- Head end of suite...must have access from all divisions
- Supports - Building/Planning/Zoning/Fire Marshal/Engineering  
Public Works Director
- Mail boxes
- Copier / printer / fax area

**File Storage – (Address/Lot) – behind reception**  
High Density Mobile Storage – Fire Rated

**Building Official's Office**

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table (large enough to hold plans) for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office and visual access to desk
- Tackable wall surface or map rail

**Assistant Building Official's Office**

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table (large enough to hold plans) for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office and open office
- Visual observation of front desk
- Tackable wall surface or map rail

**Map Storage / Work Room – “The Vault”**

- Flat file storage
- File storage
- Bookcase storage / manuals and code books
- Central review table over flat files
- Drafting Table
- 30” deep perimeter counters – 60” deep central counter
- Well lit/ pendant lights
- Paper storage
- Large format printer/scanner/copier/plotter

**Storage Room / Closet****IT / Server Room**

318 Main Street  
Farmington, CT 06032

860.677.4594  
860.677.8534 FAX

## Appropriate Power/Data & HVAC requirements

### Copy / Resource Area

- Large format printer/copier
- Paper storage
- Layout space
- Secondary Safe
- Cabinets for storage
- Coat locker / hooks
- Located so public can make copies

### Coffee Station / Counter

- Counter with upper / lower cabinets
- Fridge
- Utility sink
- Undercabinet Microwave
- Task Lighting

### Shared Conference Room

- Shared with entire building services suite
- Located within the suite or directly adjacent.. possibly shared elsewhere
- Conference Table for 8-12
- Coffee Station / fridge / sink
- Millwork
- Tack board/white board display
- Video capability / projection
- Sound Protected for private use
- Carpeted finishes
- Shared / Secured Access

PLANNING DEPARTMENT (Craig/Mike)

Planner's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Tackable wall surface or map rail

Assistant Planner's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Coat hooks
- Credenza Storage
- Tackable wall surface or map rail

File Storage – (general suite) – See storage assessment. (6 full wall file cabinets).

Future/Part-Time / Intern space is located in building department front office

ECONOMIC DEVELOPMENT DIRECTOR

Public Works Director Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage

File Storage / Bookshelves / HD – (see file inventory)

PUBLIC WORKS DIRECTOR (Future Growth Office)

Public Works Director Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage

File Storage / Bookshelves / HD – (see file inventory)

ENGINEERING DEPARTMENT (Chris /John/Eric/Intern)

Town Engineer's Office

- Workstation for one "U" shaped – CAD – deep layout counter
- Visitors Chairs
- Mobile Work Table large enough for plans for 2-4
- Coat hooks
- Bookcases
- Tackable wall surface or map rail
- Hanging drawing rack

Asst. Engineer Office

- Workstation for one – CAD – deep layout counter
- Visitors Chairs
- Coat hooks
- File Storage, wall cabinets, book cases
- Direct adjacency to engineer's office and open office
- Tackable wall surface or map rail
- Hanging drawing rack

Asst. Engineer

- Workstation for one – CAD – deep layout counter
- Visitors Chairs
- Coat hooks
- File Storage, wall cabinets, book cases
- Direct adjacency to engineer's office
- Tackable wall surface or map rail

Intern / Economic Developer / Future Growth

- Workstation for one – CAD – deep layout counter
- Visitors Chairs
- Coat hooks
- File Storage
- Direct adjacency to engineer's office
- Tackable wall surface or map rail

File Storage – included within suite

Dead File Storage – Map/drawing/file box storage – (basement?)

Survey Equipment Storage Room

- Secured storage room – remotely located
- Located near utility entrance / shipping / receiving entrance
- Shelving for equipment
- Power strips for charging equipment
- Storage for gear / clothing
- Floor Drain

FIRE MARSHAL OFFICE (Chris/David/Tom/Guy/Megan)

Staff Open Office Area – (3) Assistant Fire Marshals & Megan  
(4) full workstations/with low partitions  
Direct or indirect observation and access to the front counter  
Direct adjacent to fire marshal file room

File Storage – (Address/Lot) – behind front desk  
High Density Mobile Storage – Fire Rated

File Storage / Bookshelves / HD – (see file inventory)

Storage Room / Closet

Fire Marshal's Office  
Workstation for one  
Storage Closet  
Visitors Chairs  
Work Table for 2-4  
Coat hooks  
Credenza Storage  
Direct adjacency to open office  
Tackable wall surface or map rail

File Storage / Work Room  
File storage  
Bookcases for manual and video storage  
Secure storage for evidence and arson case files  
Flat counter for plan review  
Well lit, pendant lights  
Paper storage  
This room is not to be shared with the map/plan room

IT DEPARTMENT (Paul/John/Steve/Scott/Kevin)

## IT Chief Information Officer's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Sufficient data drops to accommodate testing, monitoring (network, physical security of IDF's, MDF's)

## IT Office

- (4) Full Workstations with high/privacy partitions
- (1) Intern / future growth desk
- Copier
- Wide counters for computer use
- File Storage Below
- Direct adjacency to work room and storage room

## Layout / Work Room Area / Storage Room

## Work Room

- Work counters
- Storage Closet
- Repair area
- Perimeter power
- Bookshelf / manual storage
- Tool Storage

Head End Room – (entire townwide network/building network)MDF-1 & MDF-2

File Storage / Bookshelves / HD – (see file inventory)

## Storage Room

- Full perimeter shelving (16-18" deep) with power access
- Secured access

*The IT department can be located at various spots in the building and presents some flexibility to the design team. This department serves all Town Departments. In addition, the IT department supports and hosts a Capital Region Council of Governments License Plate Reader program that supports law enforcement agencies throughout the State and numerous other community service organizations throughout the Town.*

MAYOR'S SUITE

Soft Seating Area – directly within Mayor's office

- Soft Seating for 4-8

318 Main Street  
Farmington, CT 06032

860.677.4594  
860.677.8534 FAX

**Mayor's Office**

- Workstation for one
- Storage Closet
- Visitors Chairs
- Meeting Table for 4-8
- Coat closet
- Credenza Storage

Shared Conference Room – Directly Adjacent in Admin Suite.

Coffee Station / Kitchenette

ADMINISTRATIVE SUITE (Tanya Lane/Jeff Baron/HR)

Waiting / Seating Area – adjacent to corridor / adjacent to Mayor  
Soft Seating for 4-8

Staff Open Office Area

(2) full workstations/with low partitions  
Direct observation / window to the waiting area  
Direct adjacency to waiting and copy areas  
Mail boxes  
Copier / printer / fax area

File Storage / Bookshelves / HD – (see file inventory)

Town Manager's Office

Workstation for one with desktop printer  
Storage Closet  
Visitors Chairs  
Meeting Table for 4-8  
Coat closet  
Credenza Storage  
Direct adjacency to open office and visual access to desk  
File storage – secure – (see file assessment)

Administrative Service Director's Office

Workstation for one with desktop printer  
Storage Closet  
Visitors Chairs  
Work Table for 2-4  
Coat hooks  
Credenza Storage  
Direct adjacency to open office

Health Benefits Office

Workstation for one  
Storage Closet  
Visitors Chairs  
Work Table for 2-4  
Coat hooks  
Credenza Storage  
Direct adjacency to open office  
Needs direct access to corridor for discreet access

Storage Room / Closet

IT / Server Room

Appropriate Power/Data & HVAC requirements

318 Main Street  
Farmington, CT 06032

860.677.4594  
860.677.8534 FAX

## Administrative suite private HCT's

### Mail room / Copy / Resource Area

Large format printer/copier

Paper storage

Layout space / Counters

Mail Boxes

Secondary Safe

Secured Storage Closet

Coat locker / hooks

Centrally located so all administrative functions can access it

Possibly directly adjacent to suite but accessed by common corridor

### Coffee Station / Counter

### Shared Conference Room

Shared with administrative suite (s)

Located directly adjacent to the suite with direct access

Located directly adjacent to mayor's office with direct access

Conference Table for 8-12

Coffee Station / fridge / sink

Millwork

Tack board/white board display

Video capability / projection

Sound Protected for private use

Carpeted finishes

Shared / Secured Access

FINANCE OFFICE (Ann/Lisa/Lori/Jen/Josie)

Finance Director's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office

Assistant Finance Director's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Coat hooks
- Credenza Storage
- Tackable wall surface or map rail

Staff Open Office Area

- (4) full workstations/with low partitions (2 ft, 1pt employees + 1 space for the intern and for auditors)
- Transaction Counter
- Copier / printer / fax area

Private Meeting Room

- Required for discreet payroll meetings
- Located within the suite
- Conference Table for 4-6
- Tack board/white board display
- Video capability / projection
- Sound Protected for private use and caucases
- Carpeted finishes

File Storage / Bookshelves / HD – (see file inventory)

Storage Room / Closet - Secured

Copy / Resource Area

- Large format printer/copier (special printer for paychecks)
- Paper storage
- Layout space / Counters
- Safe to hold printed checks and receive cash
- Cabinets for storage – lockable

DIRECTOR OF FACILITIES (David Langdon)

Facility Director's Office

318 Main Street  
Farmington, CT 06032

860.677.4594  
860.677.8534 FAX

Storage Closet  
Visitors Chairs  
Meeting table to seat 2-4p  
Coat hooks  
Credenza Storage  
Bookcases  
No pressing adjacency need (possibly near Administration)  
Coordinates with building and town building staff

CENTRAL CT HEALTH DISTRICT

Public Works Director Office  
Workstation for one  
Storage Closet  
Visitors Chairs  
Work Table for 2-4  
Coat hooks  
Credenza Storage

File Storage / Bookshelves / HD – (see file inventory)

Storage Closet

## COUNCIL CHAMBERS / BOE MEETING ROOM

### Council Chambers

- Council/BOE Desk – Continuous..”U-shaped” – Seats 16-20
- Raised and ramped area (optional)
- Central Podium Areas
- Public / Visitors Chairs – (Seating for 75-100) + ADA spaces
- Multiple Entrances
- Dual Sided Digital Projection and Screen Display
- Digital Intercom and voice recording
- Multiple lighting control options – (multiple, dimmed zones)
- Audio Assist
- Soft finishes – Acoustical wall & ceiling treatments and carpeted flooring for conversation (limited reverberation)
- Display area (walls) behind dias
- Operable partition between back of room and Helen Nelson Room

### Projection Room / Control Room

- Window to chambers
- Desks for A/V equipment and controls
- Wired for NCTV remote access, monitoring & video recording

### Storage Room

- Table and Chair Storage
- Council/BOE Desk Storage

*Council Chambers is a shared space that would be used to accommodate town council / board of education / municipal board and commission meetings:*

HUMAN SERVICES (Karen)

Waiting / Seating Area – adjacent to corridor  
Soft Seating for 20 people

## Staff Open Office Area

(2) full workstations/with privacy partitions (Karen/Stephanie)  
(2) part time desks with privacy partitions (Casandra/Contractor)  
Glass panel between office and reception with observation of waiting  
Transaction desk with privacy for screening  
Direct adjacency to copy area  
Mail boxes  
Copier / printer / fax area – accessible to entire staff

File Storage / Bookshelves / HD – (see file inventory)

## Human Service's Director's Office – (Karen)

Workstation for one  
Storage Closet  
Visitors Chairs  
Meeting Table for 6-8  
Coat hooks, Credenza Storage & shelving  
Sound protected  
Direct adjacency to open office  
Locked case file storage for clinical and inactive files

## Human Service's Coordinator – (Carol)

Desk/Worktable for one  
Soft Seating (4 chairs)  
Sound protected  
Coat hooks, shelving  
File Storage - dedicated

## Clinical Service's Coordinator – (Pat)

Desk/Worktable for one  
Soft Seating (Love Seat and 3 Chairs)  
Sound protected  
Coat hooks, shelving  
File Storage – dedicated for active cases

## Social Worker 2 – (Pam)

Desk/Worktable for one  
Soft Seating (Couch and Chair)  
Sound protected  
Coat hooks

Student Interns / Contract Therapists – (2 Offices Needed)

- Desk/Worktable for one
- Soft Seating (Love Seat and 3 Chairs)
- Sound Protection
- Coat hooks

Youth Services – (Rick & Maria) - shared

- (2) Desks/Workstations
- Coat hooks
- File Storage - dedicated

Youth Services Storage Room

- Direct access to exterior or Shipping/Receiving Entrance

Private Meeting Room

- Required for patron meetings and counseling
- Located within the suite
- Conference Table for 4-8
- Tack board/white board display
- Video capability / projection
- Sound Protected
- Carpeted finishes

Storage Room / Closet

IT / Server Room

- Appropriate Power/Data & HVAC requirements

Copy / Resource Area

- Large format printer/copier
- Paper storage
- Layout space
- Secondary Safe
- Cabinets for storage
- Coat locker / hooks

*Human services needs to be located near an independent entrance in order to provide discreet access and services to its clients. It should be located near the food pantry. Human services should have secondary access from the interior of the building.*

## COMMUNITY FOOD PANTRY

### Dry Food Storage Room

- Adjacent to social services office
- Adjacent to building “shipping & receiving area”
- Fixed Shelving and storage area arranged in grocery store configuration
- Display area
- Delivery doors (dual or overhead) interior or direct to exterior

### Refrigerated Storage Area – (Aisle)

- Fixed, Glass Door Freezers and Refrigerators
- Appropriate Power
- Generator Backup Circuits
- Wet area finishes

### Equipment/Toys/Clothes Storage Room

### Clothing Storage Room

### Work Area / Storage Area

- Sorting Area
- Utility Sink
- Disposal
- Floor Drain
- Shelving
- Cabinets
- Counter and Bench
- Garbage & Recycling bins

### Cart Storage Area

### Register/Bagging Area

NEWINGTON COMMUNITY TELEVISION – (John)

Waiting/Seating Area

- Soft Seating for 4-8
- Side table storage

NCTV Office

- Two workstations
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office and visual access to desk

Editing / Digital Room

- Workstation for four
- Full perimeter work desks
- Power and data for access
- Racks and shelving for equipment
- Appropriate HVAC – (temp and humidity)

Green Room / Changing Space

- Makeup desk, mirror, chair, clothing storage bar/shelving

Equipment Storage Room

- Full perimeter storage shelving

Projection Studio

- Black Box Theater Space
- High Ceiling
- Lighting Rails & Bars and Set Bars Above
- Lighting Controls
- Power and data access
- Appropriate HVAC – (temp and humidity)
- Stained Concrete floor finishes
- Edge Set Storage
- Direct or indirect access to exterior with wide access

Data Room

Video Production Room

Audio Production Room

## **BOARD OF EDUCATION OFFICES**

### SUPERINTENDENT SUITE (Dr. Collins)

Waiting / Seating Room – adjacent to suite and curriculum area

- Soft Seating for 12-16

- Secure Access to each suite

- Window observation from staff open office area

Staff Open Office Area

- (1) full workstations/with low partitions

- (2) part time workstations

- Direct adjacency to waiting and copy areas

- Mail boxes

- Copier / printer / fax area

File Storage / Bookshelves / HD

Superintendent's Office

- Workstation for one with desktop printer

- Storage Closet

- Visitors Chairs

- Meeting Table for 4-8

- Coat closet

- Credenza Storage

- Direct adjacency to open office and visual access to desk

Executive Assistant's Office

- Workstation for one with desktop printer

- Storage Closet

- Visitors Chairs

- Work Table for 2-4

- Coat hooks

- Credenza Storage

- Direct adjacency to open office

Coat Closet

IT / Server Room

- Appropriate Power/Data & HVAC requirements

Mail room / Copy / Resource Area

- Large format printer/copier

- Paper storage

- Layout space / Counters

- Mail Boxes

- Coat locker / hooks

Centrally located so all administrative functions can access it  
Possibly directly adjacent to suite but accessed by common corridor

#### Coffee Station / Counter

#### Shared Conference Room

- Shared with entire suite (s)
- Located directly adjacent to the suite with direct access
- Conference Table for 10-12
- Coffee Station / fridge / sink
- Millwork
- Tack board/white board display
- Video capability / projection
- Sound Protected for private use
- Carpeted finishes
- Possibly a shared program element with upper floor activities

#### Art Collection

- 70+ pieces of art
- Display lighting
- Protected hanging devices

#### Board of Education – Cold Storage

## CURRICULUM DEVELOPMENT

### Staff Open Office Area

- (6) full workstations with partitions (Tom, Kate, Patrick, 2 secty, 1 int)
- Mail boxes
- Copier / printer / fax area
- Directly adjacent to suite waiting room

### File Storage / Bookshelves / HD

### Deputy Superintendent's Office

- Workstation for one with desktop printer
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office

### Assistant Superintendent's Office

- Workstation for one with desktop printer
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office

### Director of Secondary Education's Office

- Workstation for one with desktop printer
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office

### Director of Education Technology's Office

- Workstation for one with desktop printer
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office

### Curriculum Directors

- Workstation for one with desktop printer
- Storage Closet

- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office

Curriculum Writers Open Office Area  
(6) full workstations with full height partitions  
Copier / printer / fax area

Coat Closet

Private Meeting Room  
Required for patron meetings and counseling  
Located within the suite  
Conference Table for 8-12  
Tack board/white board display  
Video capability / projection  
Sound Protected  
Carpeted finishes

Test Preparation Room  
Dedicated work room  
Work room  
Used all summer  
Multiple furniture arrangements  
Storage Closed

Helen Nelson Meeting Room – shared  
located adjacent to council chambers  
operable partition to council chambers for expanded seating option  
operable partition to separate the space into two meeting rooms  
Conference Table for 8-12 or board table for 24-32  
Coffee Station / fridge / sink  
Millwork  
Tack board/white board display  
Video capability / projection  
Sound Protected for private use and caucases  
Carpet tile finishes

Storage Closet for Tables and Chairs

## BOE BUSINESS OFFICE

### Staff Open Office Area

(8) full workstations/with high partitions

John, linda, molly, debby, chrissy, system specialist, (2) construction

(1) part time workstations/with low partitions (INTERN)

Copier / printer / fax area

Directly Adjacent to file storage room

Directly adjacent to lateral files

### CFO's Office

Workstation for one with desktop printer

Storage Closet

Visitors Chairs

Work Table for 2-4

Coat hooks, Credenza Storage

Direct adjacency to open office

### Assistant Business Director's Office

Workstation for one with desktop printer

Storage Closet

Visitors Chairs

Work Table for 2-4

Coat hooks, Credenza Storage

Direct adjacency to open office

### Food Service Director's Office

Workstation for one with desktop printer

Storage Closet

Visitors Chairs

Work Table for 2-4

Coat hooks, Credenza Storage

Direct adjacency to open office

### Facility Director's Office

Workstation for one with desktop printer

Storage Closet

Visitors Chairs

Work Table for 2-4

Coat hooks, Credenza Storage

Direct adjacency to open office

### Plan Review Room

Layout areas and counters

Flat file storage

### File Storage / Bookshelves / HD

### Storage Room / Closet – Secured

## SPECIAL EDUCATION OFFICE

### Staff Open Office Area

- (7) full workstations/with high partitions..included PT space
- Copier / printer / fax area
- Directly adjacent to lateral files

### Director of Special Education's Office

- Workstation for one with desktop printer
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office
- Soundproof room for discretion

### Assistant Director of Special Education's Office

- Workstation for one with desktop printer
- Storage Closet
- Visitors Chairs
- Coat hooks
- Credenza Storage
- Direct adjacency to open office

### Copy / Resource Area

- Large format printer/copier
- Paper storage
- Layout space
- Secondary Safe
- Cabinets for storage
- Coat locker / hooks

### Private Meeting Room

- Required for patron meetings and counseling
- Located within the suite
- Conference Table for 8-12
- Tack board/white board display
- Video capability / projection
- Sound Protected

### File Storage / Bookshelves / HD

### Coat Closet

**BOE HUMAN CAPITAL DEVELOPMENT****Staff Open Office Area**

- (5) full workstations/with high partitions
- Copier / printer / fax area
- Directly Adjacent to file storage area
- Directly adjacent to lateral files and high density storage

**High Density file Storage**

- Storage for significant training materials

**Assistant Superintendant of HCD Office**

- Workstation for one with desktop printer
- Storage Closet
- Visitors Chairs
- Work Table for 4-6
- Coat hooks
- Credenza Storage
- Direct adjacency to open office
- Sound Privacy

**HCD Director's Office**

- Workstation for one with desktop printer
- Storage Closet
- Visitors Chairs
- Work Table for 4-6
- Coat hooks
- Credenza Storage
- Direct adjacency to open office
- Sound Privacy

**Personnel Specialist's Office**

- Workstation for one with desktop printer
- Storage Closet
- Visitors Chairs
- Work Table for 2-4
- Coat hooks
- Credenza Storage
- Direct adjacency to open office

**File Storage / Bookshelves / HD****Coat Closet****Copy / Resource Area – (6 x 6)**

- Large format printer/copier
- Paper storage
- Layout space
- Secondary Safe

Cabinets for storage  
Coat locker / hooks

#### Private Meeting Room

Required for patron meetings and counseling  
Located within the suite  
Conference Table for 6-10  
Tack board/white board display  
Video capability / projection  
Sound Protected

#### HR Training Room

Dedicated training room – always set up – regular training  
Located directly adjacent to the suite with direct access  
Multiple seating arrangements for 30- 40 people & board meetings  
Divisible into two spaces via partitions  
Coffee Station / fridge / sink  
Millwork  
Tack board/white board display  
Video capability / projection  
Sound Protected for private use  
Carpeted finishes

#### Training Room Storage Room

## **TRANSITION ACADEMY**

### TRANSITION ACADEMY

#### Entrance Vestibule

- Direct access to exterior
- Direct/indirect access to bus drop off area
- Directly adjacent to activity/multifunction room

#### Coat Closet

#### Copy / Resource / Work Area

- Large format printer/copier
- Paper storage
- Layout space
- Secondary Safe
- Cabinets for storage
- Coat locker / hooks

#### Multi-Function Space

- Open space
- Possibly divided by operable partition
- Multiple activity spaces throughout  
(Classroom, Seating, Tables)
- Millwork Storage
- Coffee Station / fridge / sink
- Tack board/white board display
- Video capability / projection
- Sound Protected for private use
- Carpeted finishes

#### Training Room Storage Rooms

- Storage for equipment/materials/furniture/therapy equipment
- Multiple activity spaces throughout  
(Classroom, Seating, Tables)
- Millwork Storage

## **COMMUNITY CENTER**

### **COMMUNITY CENTER - ADMINISTRATION**

#### **Main Transaction Desk**

- Room for 1 full workstation
- Room for 1 temp workstation
- Computer workstations
- Transaction counter
- Printer
- File drawers
- Cash / transaction drawers
- Service cabinets
- Direct adjacency to the main lobby
- Direct adjacency to the open office and copy area
- Visual observation of the lobby and entry to the gym / multi-purpose room
- Tackable surfaces under the transaction counter
- HC access
- Pendant and direct lighting – tasks
- CCTV monitors for drop off area
- Secured use for after hours and community use

#### **Staff Open Office Area**

- (2) full workstations/with low partitions for secretarial staff
- (8) full workstations/with high partitions for recreation/program staff
- Direct observation of waiting area
- Direct adjacency to copy area
- Mail boxes
- Copier / printer / fax area

#### **Copy / Resource Area**

- Large format printer/copier
- Paper storage
- Layout space
- Secondary Safe
- Cabinets for storage
- Coat locker / hooks
- Located so public can make copies

#### **Coffee Area**

**Park & Recreation Conference Room**

- Conference Table for 8-14
- Coffee Station / fridge / sink
- Millwork
- Tack board/white board display
- Video capability / projection
- Sound Protected for private use
- Carpeted finishes

**Parks & Recreation Director's Office – Bill Demaio**

- Workstation for one
- Storage Closet
- Visitors Chairs
- Work Table for 4-8
- Coat hooks
- Credenza Storage
- Direct adjacency to open office

**Recreation Supervisor's Offices**

- Desk/Worktable for one
- Visitor's Chairs (2)
- Coat hooks
- File Storage
- Credenza Storage
- Visual Observation of open office

**Special Event Planner Office**

- Desk/Worktable for one
- Visitor's Chairs (2)
- Coat hooks
- File Storage
- Credenza Storage
- Visual Observation of open office

**Storage Room****Copy Area**

- Large format copier
- Paper storage
- Layout space

**Coat storage**

*The parks and recreation administrative offices are to be located in a central area that is accessible directly from the building entrance, yet can be "isolated" from the everyday town hall activities. The administrative area does not have to be directly proximate to all of the activity areas.*

## ARTS & CRAFTS AREA

### Arts & Crafts Classroom

- Quilting / Sewing Room
- Watercolor / Painting Room
- White Boards
- Chalk Boards
- Storage Cabinets (Upper and Lower) – at perimeter
- Tall cabinet storage - lockable
- Utility Sinks
- Floor Drains
- Grease traps
- Cable TV
- CCTV monitoring
- Natural Light & Operable Windows
- Direct Lighting – Higher lighting levels
- Full Perimeter Power Strips
- Sheet Vinyl Flooring
- Table & Chair storage
- Designed for designated uses
- Flexible space to allow “hard” and “soft” arts programs
- Glass wall / display case to corridor / lobby if possible

### Kiln Room

- Rated Kiln Storage

### Joint Storage Rooms

- Full wall storage
- Between both spaces
- Direct access from each or both spaces
- Secure space

### Retail Display Cases

- Adjacent to main lobby and cafe
- Display cases with counters and window display
- Track lighting - flexibility
- Wall racks and storage
- Base cabinet storage
- Secured Storage
- Storage Area

*The arts and crafts classroom must remain flexible for future programming. Natural light (northern) is ideal for this space.*

## DANCE / AEROBICS ROOM

### Dedicated Fitness / Dance Classroom

Up to 30 students at a time; 40 sf per student + circulation

Molded Athletic Flooring

Mirrors

Exercise Bar

Acoustic ceiling coverings

Integral Sound System

Water bubbler or drinking fountain

Special HVAC requirements

Multiple TV locations

Cable TV

Operable partition between both spaces for one large room

Direct access to the outside

Adjacent to the changing rooms

Coat and personal item storage

### Storage Closet

Adjacent to fitness room

Storage for all fitness equipment

Storage space for table games – ping pong

## WEIGHT/CARDIO ROOM

### Exercise Classroom

Room for exercise equipment

Treadmills and exercise machines

Small free weights

Water bubbler or drinking fountain

Special HVAC requirements

Mirrors

Multiple CATV TV locations

Private listening stations and headphones

Storage for cleaning supplies

Full perimeter power supply to equipment

White boards

Integral sound system back to main desk

Towel dispensers

Adjacent to changing rooms

### Desk Area

### Storage Room

## GYMNASIUM

### Gym Lobby

### Gym Space

- (2) High\_School Sized Basketball Courts
- 2-lane walking track around perimeter
- Climbing Wall
- Large Span Space
- Ceiling structure to accommodate hydraulic storage of
  - Wrestling Mats
  - Batting Cages
  - Volleyball Equipment
  - Cargo Nets and Ropes Course
- Wood Resilient Flooring
- Spectator Seating – (telescoping, roll out bleachers)
- Temporary 16 x 30 foot platform for events and assemblies
- CMU Finishes
- Acoustic Controls
- LED lighting
- Operable Partition (curtain style)
- Direct Adjacency to the lockers/changing rooms
- CCTV / Video connection as available
- Dedicated Entrance Area for After hours isolated access if necessary

### Storage Rooms

- Dual door access
- Direct adjacency to the gymnasium
- Direct exterior access
- Equipment Storage
- Table and Chair Storage
- Program

## CHANGING ROOMS / Lockers

### Locker Rooms & Toilets

- HC accessible
- Carpet and tile surfaces
- Toilets, Showers
- Floor drains
- Personal storage lockers
- Special HVAC requirements
- Towel and accessory storage (closets)
- Directly adjacent to gymnasium and exercise rooms
- Direct access from the corridors
- Janitor Closet

## KITCHEN

### Kitchen

318 Main Street  
Farmington, CT 06032

860.677.4594

860.677.8534 FAX

- Food Prep
- Dishwashing
- 8' Hood
- Cart storage
- Cutting and wrapping
- Delivery access
- HC accessible
- Hard, washable surfaces
- Higher levels of lighting
- Display lighting / heat lighting for service line
- Special HVAC requirements
- Oil / Water / Grease / Sediment trap
- Ovens
- Fridge and Freezer – stand ups
- Pass through counter to both gym and multi-function room

Dry Goods Storage

Refrigerated Storage

Office Area

- 1 desk
- Storage closet

*This function must be adjacent to the multi-purpose room and the Gymnasium.*

## MULTI-PURPOSE ROOM

### Multi-Purpose Room

- Divisible into 3 spaces via partition
- Seat up to 120 for dinner ( 120 x 17.5 ) at round tables
- Vinyl or laminate flooring
- Direct / Indirect Lighting
- Natural Light
- Integral Sound System
- Projection Screen
- Digital Projector – for large screenings
- Cable TV
- Direct Adjacency to the kitchen
- Direct Adjacency to the main Circulation spine / Lobby
- Direct Adjacency to the IT / Head End / Projection Room
- Configuration for use for public / governmental meetings
- After hours use – able to isolate
- Portable tables and chairs
- Ancillary space for buffet layout and display
- Operable partitions to allow for 3 spaces

### Storage Room

Table, Chair and equipment storage

*The multi-purpose space is to be designed for a maximum amount of flexibility. It must have the ability to be broken down into 2-3 different meeting spaces or a combination of others. It should be directly adjacent to the kitchen. Kitchen access should be for more than one breakout space if possible.*

## TEEN CENTER

### Teen Center Director's Office

- Workstation for one
- Storage Closet
- Visitors Chairs
- Coat hooks, Credenza Storage
- Direct adjacency to open office and visual access to desk

### Soft Classroom Area

- Soft Seating – chairs, couch, “afgans” etc.
- Limited Book and Periodical shelving at one edge
- Directly adjacent to the Activity/Computer Classroom
- Adjacent to café / lobby area
- Carpet / soft finishes
- Well lit
- WIFI and computer compatible
- Operable Partition separating it from the Activity / Computer room
- Display Board / White Board

### Game Area / Billiard Area / Table Games Area

- Room for table games (billiards or ping-pong, etc)
- Space for all gaming accessories
- “softer” finishes
- carpeting
- Operable windows and natural daylighting
- Integral sound system, Storage cabinets
- Dimmable lighting
- Operable partitions between the spaces

### Game Room/Area

- Tables for card playing and table games
- Space for all gaming accessories
- “softer” finishes
- carpeting
- Operable windows and natural daylighting
- Integral sound system, Storage cabinets
- Lounge type furniture
- Dimmable lighting
- Operable partitions between the spaces

The game room should have a “secluded” feel, to support privacy for certain gaming activities, but should be expandable to the adjacent spaces for larger events

## IT CLOSET

## Storage Rooms

## **CORE BUILDING SERVICES**

### TOILET ROOMS

Sized per code requirements  
HC accessible  
Serve the remainder of the facility  
Phenolic partitions  
Grab bars  
Under counter lavatories  
Full width mirrors  
Indirect, wall mounted or ceiling recessed lighting  
Stainless steel accessories  
Tile finishes  
Poured resinous finishes

### SHIPPING & RECEIVING ROOM

Direct access to the exterior  
Internal access to entry corridor  
Adjacent to NCTV  
Adjacent to Registrar of Voters  
Adjacent to Food Pantry  
Adjacent to Building Storage & Services  
Overhead door access to the exterior  
Loading dock – (optional)  
Floor Drains  
Concrete Floors  
Storage Shelving  
Secured access and CCTV monitoring

### SECURE BUILDING STORAGE ROOM

Adjacent to shipping and receiving  
Adjacent to janitorial office/work room  
Full perimeter shelving/storage for paper service supplies  
Secure access  
CCTV monitoring

### ARCHIVE STORAGE ROOM (S)

Lower level or core storage for building archive files  
Break into secured spaces as required to serve different departments  
Wire Cage Separation  
Cold & Conditioned space – HVAC and dehumidification  
Access control Secured and CCTV monitoring

BOE COLD STORAGE ROOM

Lower level or core storage for building archive files

Wire Cage Separation

Cold & Conditioned space – HVAC and dehumidification

Access control Secured and CCTV monitoring

JANITORIAL OFFICE/WORK ROOM

(1) full time work desk

Work bench and counter storage

Cabinet and secured cabinet storage

Dedicated Unisex Toilet with shower, bench, & locker storage for (6)

JANITOR ROOMS

Shelving / Utility-Mop Sink / Floor Drain / Adequate Lighting

ELECTRIC ROOM(S)

Switch gear

Main panels

Sub panels & communications

IT HEAD-END ROOM

Secure access to authorized staff

IT JUNCTION ROOMS

Shelving / Data & Power / Generator backup / UPS storage / Fiber infrastructure

MECHANICAL ROOM

Boiler / Furnaces - Some equipment may be located at rooftop level or on grade

Hot water heaters

Equipment

WATER / SPRINKLER SERVICE ROOMEMERGENCY GENERATOR

<u>CIRCULATION</u>	<u>Net to Gross Ratio</u>
Current size	sf
Net to Gross Factor	1.20 x

This program assessment was prepared by Thomas P. Arcari, A.I.A., Principal, Quisenberry Arcari Architects, LLC.

If you have any further questions or clarifications regarding this assessment, please do not hesitate to contact our office (860) 677 - 4594

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STAFFING ANALYSIS



# Newington Municipal Center

March 16, 2017

## Staffing Analysis

Department		Staffing					
Code	Description	Existing			Proposed		Total
		On Site F.T	On Site P.T.	Contract	Off Site	New	
CLE	Town Clerk	2	1	0	0	1	4
VLT	Vault	0	0	0	0	0	-
AA	Assessor	4	1	0	0	0	5
REV	Revenue Collection	3	1	0	0	0	4
REG	Registrar of Voters	0	4	0	0	0	4
BD	Building Department	4	1	0	0	0	5
PL	Town Planner/Zoning	2	0	0	0	0	2
ENG	Engineering	3	1	0	0	0	4
FM	Fire Marshal	0	0	0	5	0	5
HGW	Highway Department Director	0	0	0	1	0	1
ECD	Economic Development	1	0	0	0	0	1
TC	Town Council	0	0	0	0	0	-
MAY	Mayor's Office	1	0	0	0	0	1
MGR	Town Manager	5	0	0	0	0	5
FIN	Finance	4	1	0	0	0	5
FAC	Facilities	5	2	0	0	0	7
IT	Information Technology	5	1	0	0	0	6
CC	Community Center	6	0	0	0	11	17
HS	Human Services Admin	8	1	3	0	0	12
FP	Food Pantry	0	0	0	0	0	-
BOE-S	Superintendent's Office	3	0	0	2	0	5
BOE-B	Business Office	9	1	0	0	3	13
BOE-C	Curriculum Development	10	0	0	8	6	24
BOE-E	Student Services	4	0	0	2	1	7
BOE-H	Human Capital Development	5	0	0	0	3	8
TA	Transition Academy	1	0	0	0	0	1
NCTV	Newington Community TV	0	4	1	0	0	5
CCHD	Central CT Health District	0	0	1	0	0	1
		<b>85</b>	<b>19</b>	<b>5</b>	<b>18</b>	<b>25</b>	<b>152</b>

"Contract" includes contract employees and employees of building tenants (e.g. CCHD & NCTV)

"Off-Site" quantifies the number of full- or part-time employees that various departments have requested be included within the new Municipal Center. Space for these employees is included within the program

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APPENDIX

**Newington Municipal Center  
Master Program**

Department Code	Function	Room Name	Position	Space Needs				Staff Counts							
				Occupant/Notes	Area	Possible Reductions	Existing s.f.	Exist. FT	Exist. PT	Contract/Tenant	Off-site	New	Total		
COM	Lobby	Entrance Vestibule		Existing s.f. includes all existing lobby/common spaces	65		10,311								-
COM	Lobby	Entrance Vestibule			65		*								-
COM	Lobby	Main Lobby			700		*								-
COM	Toilet	Men's Room			65		*								-
COM	Toilet	Women's Room			65		*								-
COM	Toilet	Men's Room			100		*								-
COM	Toilet	Men's Room			100		*								-
COM	Toilet	Men's Room			100		*								-
COM	Toilet	Men's Room			100		*								-
COM	Toilet	Women's Room			100		*								-
COM	Toilet	Women's Room			100		*								-
COM	Toilet	Women's Room			100		*								-
COM	Toilet	Women's Room			100		*								-
COM	Support	Shipping/Receiving			200		*		3	2					5
COM	Storage	Secure Building Storage			150		*								-
COM	Storage	Archive Storage			-		*								-
COM	Support	Janitor Closet			50		*								-
COM	Support	Janitor Closet			50		*								-
COM	Support	Janitor Closet			50		*								-
COM	Support	Elc. Switch Gear			100		*								-
COM	Support	Elec. Panels			75		*								-
COM	Support	Sub Panels			25		*								-
COM	Support	Sub Panels			25		*								-
COM	Support	Sub Panels			25		*								-
COM	Support	Sub Panels			25		*								-
COM	Support	Data Junction			50		*								-
COM	Support	Data Junction			50		*								-
COM	Support	Data Junction			50		*								-
COM	Support	Data Junction			50		*								-
COM	Support	Mechanical Room			350		*								-
COM	Support	Water Service			100		*								-
SHC	Conference	Conference Room			250			507							-
SHC	Conference	Conference Room			250			338							-
SHC	Conference	Conference Room			250			376							-
COM	Storage	Table, Chair, Desk Storage			75		*								-
COM	Support	Video Projection			75		*								-
AUD	Auditorium	Auditorium			-			3,900							-
CLE	Reception	Public Transaction		access counter, 3 registers, public copier, waiting area	70			1,964							-
CLE	Reception	Waiting Area		shared w/ TAX, AA, REG	50		*								-
CLE	Priv. Office	Office	Town Clerk	James Krupienski	160		*		1						1
CLE	Open Office	Workstation		Traci Alves	75		*		1						1
CLE	Open Office	Workstation	P.T.	Jen Robbins	75		*			1					1
CLE	Open Office	Workstation	P.T.	Future	25		*						1		1
CLE	Storage	File Storage			130		*								-
CLE	Storage	File Storage	Secure		25		*								-
CLE	Support	Data		shared w/ TAX, AA, REG	25		*								-
CLE	Resource	Print Center			35		*								-
CLE	Resource	Kitchenette		shared w/ TAX, AA, REG	40		*								-
VLT	Storage	Vault		shared w/ CLE, TAX	1,500			880							-
AA	Reception	Public Transaction		access counter, 3 registers,	55			844							-
AA	Priv. Office	Office	Director	Steve Kosofsky	160		*		1						1

**Newington Municipal Center  
Master Program**

Department Code	Function	Room Name	Position	Space Needs				Staff Counts						
				Occupant/Notes	Area	Possible Reductions	Existing s.f.	Exist. FT	Exist. PT	Contract/Tenant	Off-site	New	Total	
AA	Priv. Office	Office	Deputy Director	Carol	125		*	1						1
AA	Open Office	Workstation	Assessment Tech.	Rick	75		*	1						1
AA	Open Office	Workstation	Assessment Tech.	Betty	75		*	1						1
AA	Open Office	Workstation	P.T. Position	Kyle (shared w/ TAX)	75		*			1				1
AA	Open Office	Work Area			125		*							-
AA	Conference	Conference Room		shared w/ CLE, TAX	175		*							-
AA	Storage	File Storage			125		*							-
AA	Storage	Closet			25		*							-
AA	Resource	Print Center			35		*							-
REV	Reception	Public Transaction		access counter, 3 registers, public copier, waiting area	75			1,563						-
REV	Storage	Large Safe			25		*							-
REV	Storage	Small Safe (Cash)			5		*							-
REV	Priv. Office	Office	Director	Corinne Aldinger	160		*	1						1
REV	Priv. Office	Office	Asst. Director	Stacey Emmanuel	125		*	1						1
REV	Open Office	Workstation	Clerk	Katrina Beaudoin	75		*	1						1
REV	Open Office	Workstation	P.T. Position	Kyle (shared w/ AA)	-		*							-
REV	Open Office	Workstation	P.T./Summer Position	Rose Taber	75		*			1				1
REV	Open Office	Work Area			200		*							-
REV	Storage	File Storage			35		*							-
REV	Storage	Closet			50		*							-
REV	Resource	Print Center			35		*							-
REG	Open Office	Workstation	Dem. Registrar (P.T.)	Marie Fox	100			191		1				1
REG	Open Office	Workstation	Rep. Registrar (P.T.)	Linda Cultrera	100		*			1				1
REG	Open Office	Workstation	Deputy Registrar (Dem. P.T.)	Cindy George	100			153		1				1
REG	Open Office	Workstation	Deputy Registrar (Dem. P.T.)	Sharon Leonard	100		*			1				1
REG	Storage	File Storage			35		*							-
REG	Storage	Closet			50		*							-
REG	Storage	Voting Machine Prep/Storage			225			100						-
BD	Reception	Waiting Area		shared w/ FM, ENG, PL, ECD	125			3,195						-
BD	Reception	Public Transaction			75		*							-
BD	Conference	Plan Review Conf. Room		shared w/ FM, ENG, PL, ECD	120		*							-
BD	Open Office	Workstation	P.T. Inspector	Art	75		*			1				1
BD	Open Office	Workstation	Secretary	Cindy (shared)	75		*	1						1
BD	Open Office	Workstation	Secretary	Adrian (shared)	75		*	1						1
BD	Priv. Office	Office	Sr. Building Official	Doug Jourdan	160		*	1						1
BD	Priv. Office	Office	Building Official	Kieran	125		*	1						1
BD	Open Office	Work Area			140		*							-
BD	Open Office	Plan Review Area			75		*							-
BD	Storage	File Storage			35		*							-
BD	Storage	File Storage	High Density / Fire Rated		160		*							-
BD	Work Room	Map Storage / Work Room			300		*							-
BD	Storage	Closet		shared w/ FM, ENG, PL, ECD	25		*							-
BD	Support	Data		shared w/ FM, ENG, PL, ECD	15		*							-
BD	Resource	Print Center		shared w/ FM, ENG, PL, ECD	35		*							-
BD	Resource	Kitchenette		in shared conf. room	-		*							-
BD	Conference	Conference Room		shared w/ FM, ENG, PL, ECD	225		*							-
PL	Priv. Office	Office	Town Planner	Craig Minor	160			1						1
PL	Priv. Office	Office	ZEO/Asst. Planner	Mike D'Amato	130			1						1
ENG	Priv. Office	Office	Town Engineer	Chris Greenlaw	160			1						1
ENG	Priv. Office	Office	Engineer	John Demaio	125			1						1
ENG	Priv. Office	Office	Engineer	Eric Hinkley	125			1						1
ENG	Open Office	Workstation	P.T./Intern		100					1				1
ENG	Open Office	Plan Review Area			75									-

**Newington Municipal Center  
Master Program**

Department	Code	Function	Room Name	Space Needs				Staff Counts							
				Position	Occupant/Notes	Area	Possible Reductions	Existing s.f.	Exist. FT	Exist. PT	Contract/Tenant	Off-site	New	Total	
ENG		Storage	Dead File Storage			225									-
ENG		Storage	Equipment Storage			100									-
FM		Open Office	Workstation	Emergency Mgmt. Officer	Meghan Manke	75							1		1
FM		Open Office	Workstation	Dep. Fire Marshal (P.T.)	David Woods	75							1		1
FM		Open Office	Workstation	Dep. Fire Marshal (P.T.)	Timothy Muisener	75							1		1
FM		Open Office	Workstation	Dep. Fire Marshal (P.T.)	Guy Pelletier	75							1		1
FM		Open Office	Plan Review Area			100									-
FM		Storage	File Storage	High Density / Fire Rated	Address/Lot	75									-
FM		Storage	File Storage	Bookshelves		75									-
FM		Storage	Closet			25									-
FM		Priv. Office	Office	Fire Marshal	Chris Schroeder	160							1		1
FM		Conference	Work Room		w/ Files	125									-
HGW		Priv. Office	Office	Director	Future	160							1		1
HGW		Storage	Files/Supplies			15									-
ECD		Priv. Office	Office	Director	Andrew Brecher	160		484	1						1
ECD		Storage	Files/Supplies			15		*							-
IT		Priv. Office	Office	Director	Paul Boutot	160		920	1						1
IT		Open Office	Workstation	Network Admin	John Bolduc	65		*	1						1
IT		Open Office	Workstation	Network Apps. Spec.	Scott Hoagland	65		*	1						1
IT		Open Office	Workstation	Network Apps. Spec.	Steve Pollock	65		*	1						1
IT		Open Office	Workstation	GIS Tech / IT Tech.	Kevin Daley	65		*	1						1
IT		Open Office	Workstation	P.T./Intern/Future		65		*			1				1
IT		Open Office	Layout/Testing Area			75		*							-
IT		Work Room				160		*							-
IT		Data	Network Head End			250		*							-
IT		Storage	Files/Supplies			25		*							-
IT		Storage	Equipment Storage		secure access	75		*							-
MAY		Reception	Waiting Area		soft seating for 4-8	50		*							-
MAY		Priv. Office	Office	Mayor	Roy Zartarian	260		250	1						1
MGR		Reception	Waiting Area		soft seating for 4-8	75		140							-
MGR		Open Office	Workstation	Exec. Asst.	Jaime Trevehan	75		664	1						1
MGR		Open Office	Workstation	Admin. Secretary	Jane Kallinich	75		*	1						1
MGR		Open Office	Work Area		Copies/Fax/etc.	150		*							-
MGR		Storage	Materials/Files			100		*							-
MGR		Priv. Office	Office	Town Manager	Tanya Lane	260		335	1						1
MGR		Priv. Office	Office	Director of Admin. Services	Jeff Baron	160		245	1						1
MGR		Priv. Office	Office	Health Benefits Advisor	Charlene Drzata	160		211	1						1
MGR		Storage	Coat Closet		shared w/ MAY	25		*							-
MGR		Resource	Data			15		-							-
MGR		Toilet	M. Toilet		shared w/ MAY	65		-							-
MGR		Toilet	W. Toilet		shared w/ MAY	65		-							-
MGR		Resource	Mail Room / Copy Center		Material Storage, Large Capacity printer/copier/scanner, etc., cabinets	100		200							-
MGR		Conference	Conference Room		shared w/ MAY	225		-							-
MGR		Storage	Secure File Storage			250		*							-
MGR		Storage	Coat Closet		shared w/ MAY	25		*							-
MGR		Kitchenette	Kitchenette		shared w/ MAY, FIN	25		*							-
FIN		Priv. Office	Office	Director	Ann Harter	160		164	1						1
FIN		Priv. Office	Office	Dept. Director	Lisa Rydecki	125		153	1						1
FIN		Open Office	Workstation	Acct. Payable	Lori Longstaff	75		711	1						1
FIN		Open Office	Workstation	Payroll/Acct. Receivable	Jennifer Massaro-Cook	75		*	1						1
FIN		Open Office	Workstation	Treasury Functions (P.T.)	Josephine Aux	75		*			1				1
FIN		Open Office	Workstation	Intern/Auditor/Spare		75		*							-

**Newington Municipal Center  
Master Program**

Department Code	Function	Room Name	Space Needs					Staff Counts						
			Position	Occupant/Notes	Area	Possible Reductions	Existing s.f.	Exist. FT	Exist. PT	Contract/Tenant	Off-site	New	Total	
FIN	Open Office	Work Area			100		*							-
FIN	Conference	Conference Room			150	- 150	-							-
FIN	Resource	Print Center			35		*							-
FIN	Storage	Secure File Storage			100		*							-
FIN	Storage	Materials/Files			140		*							-
FAC	Priv. Office	Office	Director	David Langdon	200			260	1					1
FAC	Work Room	Custodial Office	Head Custodian		200			750	1					1
TC	Conference	Council Chambers		9-12 seats w/ seating for 50	1,600			1,050						-
TC	Support	Video Projection		projection	75			-						-
TC	Storage	Table/Chair Storage			75			-						-
HS	Reception	Waiting Room		seating for 6-10	150			672						-
HS	Open Office	Workstation	Youth Services (P.T.)	Maria Gonzalez-Soto	75			2,242		1				1
HS	Open Office	Workstation	Youth Services (P.T.)	Stephanie Soto	75		*							-
HS	Open Office	Workstation	Admin. Secretary	Karen Gagliardi	75		*		1					1
HS	Open Office	Workstation	Intern		75		*		1					1
HS	Open Office	Work Area			225		*							-
HS	Storage	Secure File Storage			85		*							-
HS	Priv. Office	Office	Director	Karen Futoma	200			*	1					1
HS	Priv. Office	Office	H.S. Coordinator & food Pantry Supervisor	Carol Lebreque	160			*	1					1
HS	Storage	Secure File Storage			20			*						-
HS	Priv. Office	Office	Clinical Services Coord. (Therapist)	Pat Meskill	160			*	1					1
HS	Priv. Office	Office	Social Worker	Pam Wassik	160		*		1					1
HS	Priv. Office	Office	Student Intern/Contract Therapist		160		*				1			1
HS	Priv. Office	Office	Student Intern/Contract Therapist		160		*				1			1
HS	Priv. Office	Office	Social Worker (P.T.)	Contract Employee	75		*				1			1
HS	Priv. Office	Office	Youth Services	Shared, Rik & Maria	160		*		2					2
HS	Storage	Files		dedicated to Youth Services	20		*							-
HS	Storage	Youth Services Equipment			200			-						-
HS	Conference	Conference Room			175		*							-
HS	Storage	Closet			25		*							-
HS	Support	Data			15		*							-
HS	Resource	Print Center			35		*							-
FP	Storage	Dry Food Storage			550			2,395						-
FP	Storage	Cold Food Storage		Refrigerators/Freezers	200		*							-
FP	Storage	Clothes/Toy Storage			350		*							-
FP	Storage	Grocery cart storage			35		*							-
FP	Work Room	Staff/Volunteer waiting room			150		*							-
FP	Work Room	Register/bagging area			50			-						-
BOE-S	Reception	Waiting Room			150			-						-
BOE-S	Open Office	Workstation	Secretary	Joseph Cirigliano	75			193	1					1
BOE-S	Open Office	Workstation	Shared Desks	Itinerant Staff	75			185				1		1
BOE-S	Open Office	Workstation	Shared Desks	Itinerant Staff	75		*					1		1
BOE-S	Open Office	Work Area			125			193						-
BOE-S	Storage	File Storage			100		*							-
BOE-S	Priv. Office	Office	Superintendent	William Collins	260			337	1					1
BOE-S	Priv. Office	Office	Exec. Asst.	Sophie Pachocki	160			344	1					1
BOE-S	Storage	Closet			5			105						-
BOE-S	Support	Data			15			-						-
BOE-S	Resource	Mail Room / Copy Center			100			270						-

**Newington Municipal Center  
Master Program**

Department Code	Function	Room Name	Position	Space Needs				Staff Counts						
				Occupant/Notes	Area	Possible Reductions	Existing s.f.	Exist. FT	Exist. PT	Contract/Tenant	Off-site	New	Total	
BOE-S	Conference	Conference Room	Board Meeting Room		200		337							-
BOE-S	Gallery	Semi-permanent Art Collection			-		-							-
BOE-S	Storage	Cold Storage Area		shared w/ all BOE departments	500		500							-
BOE-C	Open Office	Workstation	Educational Tech.	Tom	75		176	1						1
BOE-C	Open Office	Workstation	Educational Tech.	Patrick	75		134	1						1
BOE-C	Open Office	Workstation	Digital Content	Kate	75	*		1						1
BOE-C	Open Office	Workstation	Secretary		75		102	1						1
BOE-C	Open Office	Workstation	Secretary		75	*		1						1
BOE-C	Open Office	Workstation	Intern		75	*		1						1
BOE-C	Open Office	Work Area			150		675							-
BOE-C	Storage	File Storage			75	*								-
BOE-C	Priv. Office	Office	Deputy Superintendant	Pam	160		195	1						1
BOE-C	Priv. Office	Office	Asst. Superintendant	Wendy	160		166	1						1
BOE-C	Priv. Office	Office	Dir. of Secondary Ed.		160		135	1						1
BOE-C	Priv. Office	Office	Dir. Of Educational Tech.		160		136	1						1
BOE-C	Priv. Office	Workstation	Cirriculum Dir.		75	- 75	-				1			1
BOE-C	Priv. Office	Workstation	Cirriculum Dir.		75	- 75	-				1			1
BOE-C	Priv. Office	Workstation	Cirriculum Dir.		75	- 75	-				1			1
BOE-C	Priv. Office	Workstation	Cirriculum Dir.		75	- 75	-				1			1
BOE-C	Priv. Office	Workstation	Cirriculum Dir.		75	- 75	-				1			1
BOE-C	Priv. Office	Workstation	Cirriculum Dir.		75	- 75	-				1			1
BOE-C	Priv. Office	Workstation	Cirriculum Dir.		75	- 75	-				1			1
BOE-C	Priv. Office	Workstation	Cirriculum Dir.		75	- 75	-				1			1
BOE-C	Open Office	Workstation	Curriculum Content Writer		65	- 65	-						1	1
BOE-C	Open Office	Workstation	Curriculum Content Writer		65	- 65	-						1	1
BOE-C	Open Office	Workstation	Curriculum Content Writer		65	- 65	-						1	1
BOE-C	Open Office	Workstation	Curriculum Content Writer		65	- 65	-						1	1
BOE-C	Open Office	Workstation	Curriculum Content Writer		65	- 65	-						1	1
BOE-C	Open Office	Workstation	Curriculum Content Writer		65	- 65	-						1	1
BOE-C	Open Office	Work Area			50	- 50	-							-
BOE-C	Storage	Closet			5		-							-
BOE-C	Conference	Conference Room		Helen Nelson Meeting Room	1,250	- 1,250	1,401							-
BOE-C	Work Room	Test Prep Room	w/ storage	16x20	325		306							-
BOE-C	Storage	Standardized Testing Materials			25		-							-
BOE-C	Storage	Tables/Chairs			50		-							-
BOE-B	Open Office	Workstation	Payroll	Linda	75		477	1						1
BOE-B	Open Office	Workstation	Benefits	Molly	75	*		1						1
BOE-B	Open Office	Workstation	Accts. Payable	Debby	75	*		1						1
BOE-B	Open Office	Workstation	shared	P.T. Accountnant/Intern	75	*			1					1
BOE-B	Open Office	Workstation	Warehouse mgr.	John	75		180	1						1
BOE-B	Open Office	Workstation	Cafeteria/Lunch Supervisor	Chrissy	75	*		1						1
BOE-B	Open Office	Workstation	2 Construction Interns		75		-						2	2
BOE-B	Open Office	Workstation	Systems Specialist		75		-						1	1
BOE-B	Open Office	Work Area			150	*								-
BOE-B	Priv. Office	Office	CFO	Lou	160		335	1						1
BOE-B	Priv. Office	Office	Asst. Business Director	Karen	125		195	1						1
BOE-B	Priv. Office	Office	Food Service Dir.	Dana	160		138	1						1
BOE-B	Priv. Office	Office	Dir. Of Facilities	Dick	160		136	1						1
BOE-B	Work Room	Layout/Drawing Review Area			125		413							-
BOE-B	Storage	Files/Materials			35	*								-
BOE-B	Storage	Secure File Storage	readily available		150	*								-
BOE-E	Open Office	Workstation	Secretary	Pam	75	*		1						1
BOE-E	Open Office	Workstation	Secretary	Liz	75	*		1						1
BOE-E	Open Office	Workstation	Secretary		75		-						1	1

**Newington Municipal Center  
Master Program**

Department Code	Function	Room Name	Space Needs					Staff Counts						
			Position	Occupant/Notes	Area	Possible Reductions	Existing s.f.	Exist. FT	Exist. PT	Contract/Tenant	Off-site	New	Total	
BOE-E	Open Office	Workstation	Asst. Dir. Secondary Ed.	Clare	75		-					1		1
BOE-E	Open Office	Workstation	Asst. Dir. Elementary Ed.	Alexandra	75		*		1					1
BOE-E	Open Office	Workstation	Itinerant Staff		75		*							-
BOE-E	Open Office	Workstation	Itinerant Staff		75		*							-
BOE-E	Open Office	Work Area			175			285						-
BOE-E	Priv. Office	Office	Director	Marilena	160			171	1					1
BOE-E	Priv. Office	Office	Asst. Director of Special Ed.		160			-				1		1
BOE-E	Resource	Print Center			35		*							-
BOE-E	Conference	Conference Room		8-12 people	250			-						-
BOE-E	Storage	Secure File Storage			50			328						-
BOE-E	Storage	Closet			5									-
BOE-H	Open Office	Workstation		Cindy	75			1,814	1					1
BOE-H	Open Office	Workstation		Lisa	75		*		1					1
BOE-H	Open Office	Workstation			75		*						1	1
BOE-H	Open Office	Workstation	Intern		75		*		1					1
BOE-H	Open Office	Workstation	Intern		75		*						1	1
BOE-H	Open Office	Work Area			175		*							-
BOE-H	Storage	Secure File Storage	readily available	High Density System	200			278						-
BOE-H	Priv. Office	Office	Asst. Superintendant	Stephen	200			350	1					1
BOE-H	Priv. Office	Office	HCD Director	Kim	200			350	1					1
BOE-H	Priv. Office	Office	Personnel Specialist		160			-					1	1
BOE-H	Storage	Material Storage			75		*							-
BOE-H	Storage	Closet			5									-
BOE-H	Resource	Print Center			35									-
BOE-H	Conference	Conference Room		seats 6-8	150			-						-
BOE-H	Conference	Conference Room	Training Room	seats 30	775			712						-
BOE-H	Storage	Training Room Material Storage			75									-
TA	Lobby	Vestibule			65			-						-
TA	Storage	Coat Closet			50			-						-
TA	Resource	Copy / Print Training Center			125		*							-
TA	Classroom			30 students	1,300			1,660	1					1
TA	Storage	Storage	4 rooms	daily-use for wheelchairs, therapy bikes	300		*							-
TA	Work Room	Break-out room		private 1-1/2-2 therapy, private conversation area	125		*							-
CC	Open Office	Workstation	Admin. Secretary	Lisa DeLude	65			16,570	1					1
CC	Open Office	Workstation	Admin. Secretary	Linda Cruff	65		*		1					1
CC	Open Office	Workstation	Recreation / Program Staff		65	-	65	-					1	1
CC	Open Office	Workstation	Recreation / Program Staff		65	-	65	-					1	1
CC	Open Office	Workstation	Recreation / Program Staff		65	-	65	-					1	1
CC	Open Office	Workstation	Recreation / Program Staff		65	-	65	-					1	1
CC	Open Office	Workstation	Recreation / Program Staff		65	-	65	-					1	1
CC	Open Office	Workstation	Recreation / Program Staff		65	-	65	-					1	1
CC	Open Office	Workstation	Recreation / Program Staff		65	-	65	-					1	1
CC	Open Office	Workstation	Recreation / Program Staff		65	-	65	-					1	1
CC	Open Office	Work Area			150		*							-
CC	Resource	Print Center			35		*							-
CC	Conference	Conference Room			225		*							-
CC	Priv. Office	Office	Director	Bill DeMaio	260		*		1					1
CC	Priv. Office	Office	Recreation Supervisors	Karen Gallicchio	125		*		1					1
CC	Priv. Office	Office	Recreation Supervisors	Sharon O'Neil	125		*		1					1
CC	Priv. Office	Office	Recreation Supervisors	Future	125		*						1	1
CC	Priv. Office	Office	Special Event Planner		125		*						1	1
CC	Storage	Storage			25		*							-

**Newington Municipal Center  
Master Program**

Department	Function	Room Name	Position	Space Needs				Staff Counts						
				Occupant/Notes	Area	Possible Reductions	Existing s.f.	Exist. FT	Exist. PT	Contract/Tenant	Off-site	New	Total	
CC	Storage	Closet			5		*							-
CC	Classroom	Arts & Crafts			850		*							-
CC	Work Room	Kiln		Fire Rated	50	- 50	*	-						-
CC	Storage	A/C Storage			50		*							-
CC	Storage	A/C Storage			50		*							-
CC	Storage	A/C Storage			50		*							-
CC	Storage	Retail Display			50		*							-
CC	Storage	Retail Storage			25		*							-
CC	Fitness	Fitness / Dance Classroom			1,400		*							-
CC	Storage	D/F Storage			50		*							-
CC	Storage	D/F Storage			50		*							-
CC	Fitness	Weights/Cardio		w/ check-in desk	500		*							-
CC	Storage	W/F Storage			50		*							-
CC	Gymnasium	Gymnasium			12,000		*							-
CC	Storage	Gym Storage			500		*							-
CC	Storage	Gym Storage			500		*							-
CC	Storage	Gym Storage			500		*							-
CC	Storage	Gym Storage			500		*							-
CC	Locker Room	Men's Locker Room			200		*							-
CC	Locker Room	Women's Locker Room			200		*							-
CC	Support	Janitor's Closet			50		*							-
CC	Support	Kitchen		Commercial Equipment	500		*							-
CC	Storage	Kitchen - Dry Food			50		*	-						-
CC	Storage	Kitchen - Refrigerated Stor.			50		*	-						-
CC	Open Office	Workstation			50		*	-					1	1
CC	Classroom	Multipurpose Rooms		divisible into 3 rooms	2,000		*							-
CC	Storage	MP Chair/Table Storage			50		*	-						-
CC	Storage	MP Chair/Table Storage			50		*	-						-
CC	Storage	MP Chair/Table Storage			50		*	-						-
CC	Priv. Office	Office	Teen Center		125		*		1					1
CC	Classroom	Teen Center Classroom		Soft Classroom	400		*							-
CC	Games	Teen Games/Billiards			700		*							-
CC	Games	Teen Cards/Games			700		*							-
CC	Support	Data Closet			50		*							-
CC	Storage	Teen Center Storage			50		*							-
CC	Storage	Teen Center Storage			50		*							-
CC	Storage	Teen Center Storage			50		*							-
CCHD	Priv. Office	Office	Sanitarian		160		*	404			1			1
CCHD	Storage	Secure File Storage			75		*							-
CCHD	Storage	Files/Supplies			25		*							-
NCTV	Reception	Waiting Room			50		*	410			1			1
NCTV	Open Office	Workstation	President	John Donahue	80		*	156			1			1
NCTV	Open Office	Workstation	Shared Desk		80		*				1			1
NCTV	Open Office	Workstation	Editing Suite	2 workstations	150		*	131			2			2
NCTV	Conference	Green Room			100		*	103						-
NCTV	Storage	Equipment Storage			475		*	568						-
NCTV	Studio	Studio			650		*	575						-
NCTV	Data	Data Control/Storage			300		*	296						-
NCTV	Work Room	Video Production			200		*	209						-
NCTV	Work Room	Audio Production			75		*	78						-
			Building Subtotal	Building Subtotal	63560	- 3,010		69,380	85	19	5	18	25	152

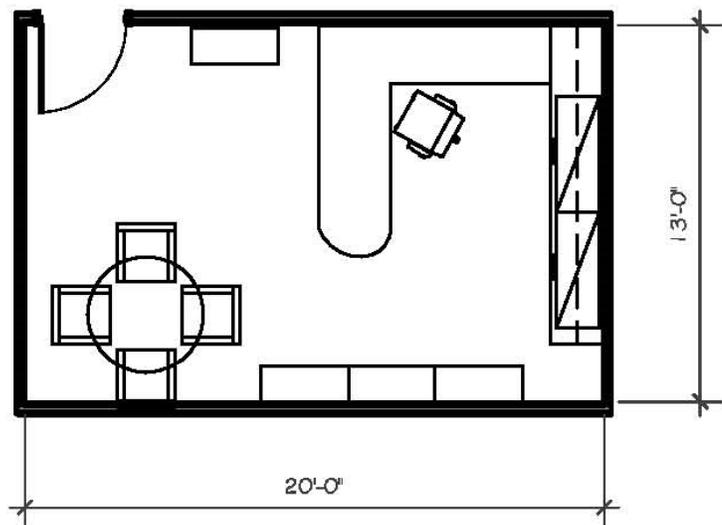
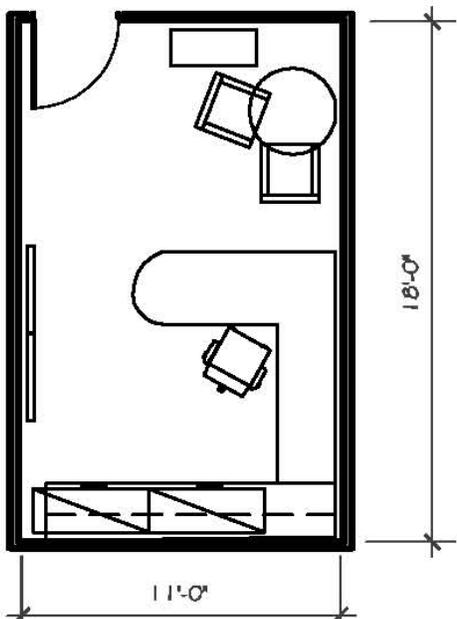
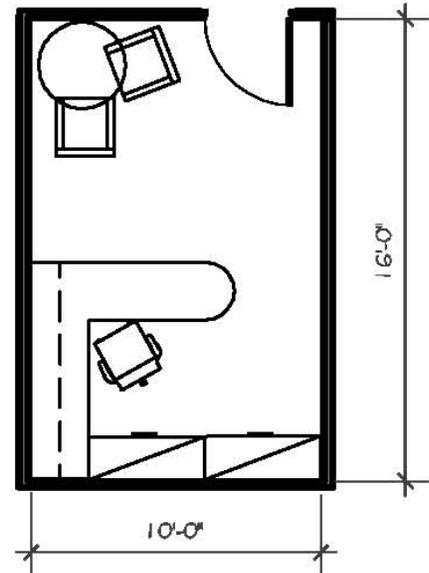
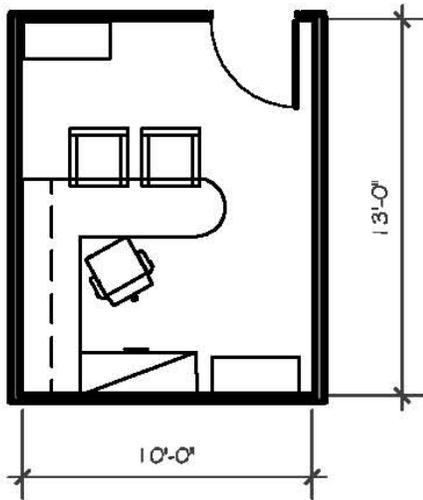


# Newington Municipal Center

March 15, 2017

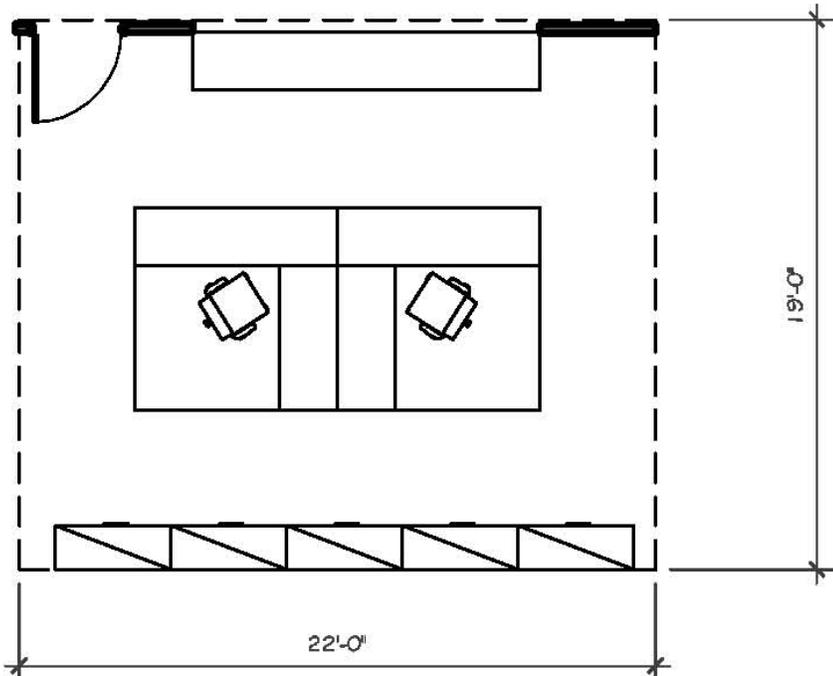
## Space Layout Examples

### Private Office

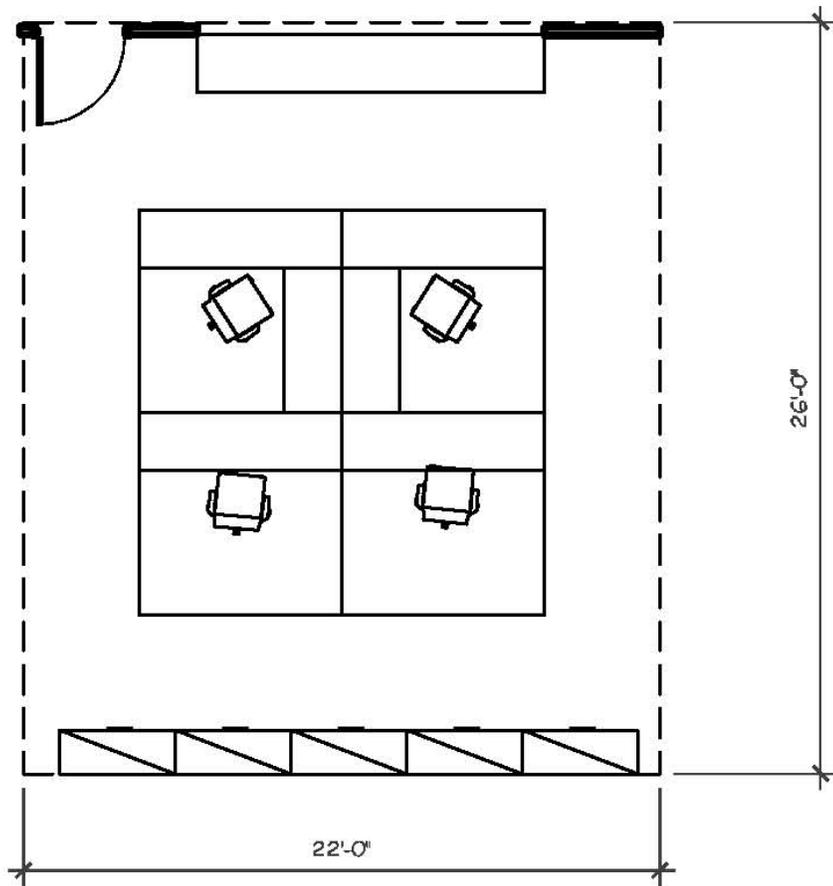


# Open Office Areas

(CORRIDOR)



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### Conference Rooms

