

Town of Andover
Municipal Services Facility - Town Yard
Space Needs Summary
10-03-16

Building Requirements

Area	Description	May 2016 Size (SF)	9/12/2016 Size (SF)	10/3/2016 Size (SF)	Area Dimensions		
					length	width	size
Office & Office Support Areas (1st Floor)	Reception/Vestibule/Waiting Area	120	120	120	10	12	120
	Administration Area (Admin/Storm Event/Service Area)	200	192	192	12	16	192
	Deputy Director / Highway Superintendent	120	168	144	12	12	144
	Water & Sewer Superintendent	-	144	120	10	12	120
	Water Distribution Superintendent	-	144	120	10	12	120
	Vehicle Maintenance / Materials Coordinator Superintendent	-	144	120	10	12	120
	Cemetery, Forestry, Parks & Grounds Superintendent	120	144	120	10	12	120
	Water & Sewer Engineer	120	-	-			
	Water & Sewer Meter Reader	80	100	100	10	10	100
	Water & Sewer Secured Field Equipment	80	80	80	8	10	80
	Copy/File/Mail Area	144	144	144	12	12	144
	Active File Storage	144	144	144	12	12	144
	Archive File Storage	144	144	144	12	12	144
	Conference Room	180	180	180	12	15	180
	Secured Supply Storage Room	80	80	80	8	10	80
	Telephone / Data Room	80	80	80	8	10	80
	General Closet	40	40	40	4	10	40
	Janitor Closet	36	36	36	6	6	36
	Admin Toilet Facilities	150	150	150	7.5	20	150
	Subtotal:	2,078	2,234	2,114			
	Area Grossing Factor (10%):	208	223	211			
	Circulation (20%):	457	491	465			
	TOTAL:	2,743	2,949	2,790			
Administration & Support Areas (2nd Floor)	Vestibule/Waiting/Reception	120	120	120	10	12	120
	Plant & Facilities Deputy Director	144	144	144	12	12	144
	Executive Secretary (Plant & Facilities)	100	100	80	8	10	80
	Plant & Facilities Work Control Center Coordinator	-	120	100	10	10	100
	Manager of Energy and Utilities (Plant & Facilities)	-	120	100	10	10	100
	Energy / Project Engineer - Mechanical (P&F)	-	120	100	10	10	100
	Business Manager	120	144	120	10	12	120
	DPW Executive Secretary	-	120	100	10	10	100
	DPW Executive Secretary	-	120	100	10	10	100
	Part Time Clerks (Qty 2)	144	140	140	10	14	140
	DPW Administration Area (3 staff)	850	600	400	20	20	400
	Project Manager (Plant & Facilities)	120	120	120	10	12	120
	Future Project Manager Office	120	120	120	10	12	120
	Spare Work Station	64	64	64	8	8	64
	DPW Director	256	252	192	12	16	192
	Deputy Director / Building Maintenance Superintendent	224	168	144	12	12	144
	Conference Room	-	180	180	12	15	180
	Town Engineer	224	144	144	12	12	144
	Engineering Open Office Area	440	440	440	20	22	440
	Engineering Reference File Area	-	160	160	8	20	160
	Engineering Printer / Plotter Area	-	352	320	16	20	320
	Engineering Record Plan Storage	-	360	320	16	20	320
	Subtotal:	2,926	4,208	3,708			
	Area Grossing Factor (10%):	297	421	371			
	Circulation (20%):	645	926	816			
	TOTAL:	3,867	5,555	4,895			

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Employee Facilities (1st Floor)	Male Locker/Shower/Toilet	759	759	759	23	33	759
	Female Locker/Shower/Toilet	180	180	180	12	15	180
	Workforce Kitchen Area	120	120	-	0	0	-
	Workforce Lunch Room / Training Room	900	900	900	30	30	900
	Map Room	-	192	120	10	12	120
	Shared Foremen Office (Hwy / P,G, & F / W&S) - 7 staff	-	384	240	20	12	240
	Main Electric Room	120	120	100	10	10	100
	Secondary Electric Rooms	80	80	64	8	8	64
	Plumbing/Fire Protection Room	144	144	144	12	12	144
	Subtotal:	2,303	2,879	2,507			
	Area Grossing Factor (10%):	230	288	251			
	Circulation (20%):	467	633	552			
	TOTAL:	3,000	3,800	3,309			
Work Shops & Material Storage	Highway Sign Shop	360	360	324	18	18	324
	Line Painting Storage Area	-	320	288	16	18	288
	Shared General Workshop	890	1,200	1,200	30	40	1,200
	Parks Maintenance Workshop	-	600	600	20	30	600
	Loading Dock	-	180	120	10	12	120
	Water Secured Material Storage	225	600	600	20	30	600
	Water & Sewer Shop / Material Storage Area	1,100	1,200	1,200	30	40	1,200
	Subtotal:	2,575	4,460	4,332			
	Area Grossing Factor (5%):	126	223	217			
	Circulation (10%):	271	468	455			
	TOTAL:	2,972	5,151	5,003			
Vehicle Maint.	Maintenance Fluid Storage	290	288	288	16	18	288
	Welding Bay / Fire Apparatus Maintenance Bay	1,608	1,610	1,610	23	70	1,610
	Heavy Equipment Platform Maintenance Bay	990	990	990	18	55	990
	Heavy Equipment 4 Post Portable Maint. Bay	990	990	990	18	55	990
	Small Equipment Maintenance Bay	990	990	990	18	55	990
	Heavy Equipment Long Term Maintenance Bay	1,100	1,100	1,100	20	55	1,100
	Mechanics Office	144	144	144	12	12	144
	Maintenance Reference Room / Break Room	120	120	120	10	12	120
	Unisex Toilet Room	-	64	64	8	8	64
	Maintenance Workshop	144	144	144	8	18	144
	Maintenance Tire Storage & Shop	250	240	240	15	16	240
	Parts Storage Room	860	858	858	26	33	858
	Subtotal:	7,486	7,538	7,538			
	Area Grossing Factor (5%):	373	377	377			
	Circulation (10%):	786	791	791			
	TOTAL:	8,645	8,706	8,706			

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Wash Area	Wash Bay / Combo Storage Bay	1,700	1,760	1,760	22	80	1,760
	Wash Equipment Room	110	252	252	14	18	252
	Subtotal:	1,810	2,012	2,012			
	Area Grossing Factor (5%):	92	101	101			
	Circulation:	n/a	n/a	n/a			
	TOTAL:	1,902	2,113	2,113			
Vehicle and Equip. Storage	Vehicle / Equipment Storage	19,110	33,792	24,960	96	260	24,960
	Subtotal:	19,110	33,792	24,960			
	Area Grossing Factor (5%):	954	1,690	1,077			
	Circulation:	n/a	n/a	n/a			
	TOTAL:	20,064	35,482	26,037			
	TOTAL:	43,193	63,756	52,854			
	Canopy	6,020	10,560	7,800			

Staffing	Full Time	Seasonal / Part Time
Municipal Services Administration	5	
Plant & Facilities Administration	5	
Business Office Administration	7	
Water & Sewer Administration	1	
Water & Sewer Workforce	9	
Parks, Grounds, and Forestry Administration	1	
Parks, Grounds, and Forestry Workforce	10	4
Engineering	6	
Highway Administration	1	
Highway Workforce	14	
Total:	54	4