

**Municipal Administration Spaces**

Named Space	Target Area		Description of Needs
	existing	proposed	
Entry Lobby	254	202	- Public, Accessible - Leave / Borrow Library
Mayor Office	146	167.8	- Secure
Town Clerks Office	93	154	- Secure - 2 years of files on hand - Slightly larger than existing
Fiscal Office / CFO	165	154	- Secure - 2 years of files on hand
Common Office	250	310.2	- Assistant to Clerk & CFO - Common File Room - Bullet proof service counter - Area for Council mailboxes
File Room	66	77.4	- Fire Proof, Lockable, HVAC Control, Server - Copy Machine - Adjacent to Clerk & CFO
General Supply Closet		81.8	
Common Conference Room		181	- Adjacent to Mayor - 8-10 occupants
Construction & Code Office	264	1126.5	- Building Official, Tech Assistant, Zoning Official, Engineer, Tax Assessor - Common conference area for Subs & Meetings - File Storage - a lot - also file for plans -
Court / Council Room	1218	1244	- 75 Occupants - Same size as existing
Judges Chamber	245	249	- Secure - Bathroom, Changing Room - Escape Route
Court Clerk / Admin Office	180	140	- Secure - Bullet proof window - Locate by Police Lobby

Beach Badge Office			<ul style="list-style-type: none"> <li>- Locate by Police</li> <li>- Small area with some security and lockable files</li> </ul>
Break Room		118	<ul style="list-style-type: none"> <li>- Employee area, shared with municipal &amp; police, private from court functions</li> <li>- Sitting space, kitchen with sink, microwave, refrigerator, counter</li> <li>- Windows &amp; View, top floor</li> </ul>
Toilet Rooms	215	200	<ul style="list-style-type: none"> <li>- Facilities for Public use by Court Room, Lobby</li> <li>- Separate facilities for employees</li> <li>- Accessible</li> <li>- Water Fountain</li> </ul>
Janitor Closet		60.6	<ul style="list-style-type: none"> <li>- Mop sink</li> <li>- Storage</li> </ul>
I.T. Room / Mech.		33.2	
Elevator Equipment	40	138.2	<ul style="list-style-type: none"> <li>- Elevated</li> </ul>

**Police Department Spaces**

Named Space	Target Area		Description of Needs
	existing	proposed	
Police Lobby	419	220	- Secure - Adjacent to conference space - Accessible
Dispatch / Counter		211	- Bullet resistant wall / window
Patrol / Office	103	257	
Interview Room		128	
Processing Space	74	165	- Fingerprinting, Alcohol testing
Holding Space			- Non-offender juvenile space, open egress - Adult Male & Female, Juvenile
Cells & Cell Corridor	61	159.8	- 1 Male, 1 Female - Suicide proof - Re-use existing cell if possible - Min 60 sf - 7'(w)x8'(d) - 4.5' cell corridor min
Detainee Storage Closet			- Small, lockable / inventory
Evidence Room	11.6	113	- Fire proof, environmental controls, lockable, inventory
Radio Equipment		118	- Charging stations
General Storage		33.2	- Lockable
Armory		150.5	- Fire proof, environmental controls, lockable

Weapon Cleaning Station			
Sally Port			- Gun Locker - Elevator
Large Equipment Garage			- 2 ATV's - Road Signs
Chiefs Office	136	177	
Lieutenant Office	135	182.8	
Sargent Office	89	96.6	
Police Archives			- 3 years of reports then moved off site
Meeting / Training Space			- Can be shared or double function space
Locker Room & Lavs	135	409.4	- 1 Male & 1 Female - Showers - Eye Wash