

Springfield Township

Quantitative Program Analysis

POLICE Pursuing State Accreditation						
Room Name	Exist. Qty.	Exist. Area	Typ. Qty	Typ. Area Required	Remarks	Adjacencies
Administrative Operations						
Police Secretary/Receptionist	0	0	1	70	Can be outside Police Administrative Operations	
Police Administration	0	0	1	100	0 civilian employees currently	
Records Room	0	0	1	250	Public contact, reasonable protection, secure entry door	
Copy Room	0	0	1	150		
Chief Clerk	1	82	1	100	Adjacent to Police Chief	
Police Chief	1	160	1	175		
Staff Officer/Lieutenant	1	104	1	75		
Safety Officer	1	88	1	100		
Detective Office	1	113	1	250	3 works areas/desks	
Interrogation Room	0	0	1	100	One-way mirror in Detective Office wall	
Victim Room	0	0	1	100	One-way mirror in Detective Office wall	Should not be located near interrogation room.
Subtotal Administrative Operations		547		1,470		
Patrol Operations						
Squad Room	0	0	1	650	Meeting place for officers before shift, 10 work stations	
Shift Supervisor	0	0	1	260	4 desks/work stations	
Staff Meeting/Conference Room	1	450	1	450	Pre-operations/organization meetings, seating for 12 -15 people shared space with Squad Room	
Employee Rest Room	1	90	2	200	1 male, 1 female	
Men's Locker Room	1	240	1	500	20 person capacity, 2 showers, benches between locker rows	
Women's Locker Room	0	0	1	200	5 person capacity, 1 shower, benches between locker rows	
Firearms Instructor/Armor Room	1	5	1	100	Contains work bench and storage area	
Evidence Locker	0	0	1	100	Temporary secure evidence storage	
Secure Evidence Storage (Permanent)	1	56	1	300		
Evidence Processing	1	24	1	80	Well ventilated	
Detention Facility						
Holding Cell	2	30	2	160	Minimum of 2 (1 male, 1 female), fully equipped	
Juvenile Detention Cell	1	56	1	100	Separated from Holding Cells	
Processing Room	0	0	1	120	Including camera, fingerprinting, breathalyzer	
Janitor/Utility Closet			1	45		
Sally Port	0	0	2	500	Minimum 2 vehicle capacity (secure), emergency shower/wash down, storage for tires/flares/bicycles	
Bike Storage	0	0	10	200	Garage type storage area for bikes, large evidence	Near Secured Vehicle Storage
Subtotal Patrol Operations		951		3,965		

Service					
General Storage	0	240	1	400	
Telecommunications Room	0	0	1	100	Contains computer server, telephone, other equipment
Police Vehicle Parking					12 - 15 vehicle capacity, well-lighted
Secured Vehicle Storage					Minimum 5 vehicle capacity, fenced area Outdoor area
Subtotal Service		240		500	
SUBTOTAL POLICE		1738		5,935	
Additional Service					
Mechanical Space			10%	594	Percentage of Police Dept. Subtotal
Corridors/Circulation			25%	1,632	Percentage of Police Dept. Subtotal and Mechanical Space
Subtotal Additional Service		1,342		2,226	
TOTAL POLICE		3080		8,161	

STORAGE
 LOCKER ROOMS
 SALLY PORT

ADMINISTRATIVE DEPARTMENTS						
TOWNSHIP ADMINISTRATION						
Room Name	Ext. Qty.	Ext. Area	Qty	Area	Remarks	Adjacencies
Administrative Operations						
Township Manager	1	96	1	175	Separate/enclosed with visual connection to office	
Assistant Manager	1	96	1	150		Township Manager
Office Manager	1	90	1	100	Visibility to public	Township Manager
Finance	1	204	1	150	Separate/enclosed with visual connection to office	Township Secretary
Department Receptionist (Part-time)	1	64	1	80	Visibility to public	
Engineer	1	104	1	100	For general use/future employee	
Public Meeting/Multi-Purpose Room	1	748	1	1,200	Possible divisions (2 or 3) for multiple uses at the same time, needs dais for Commissioners so presentations are made while standing, curved table for Commissioners - easier for presentations to be seen	
Conference Room	1	144	1	150		
Active File Storage	1	80	1	150	Needs 5 - 6 individual cabinets	
Break Room	1	77	1	175	to accommodate 12 people	
Lobby	0	0	1	450	Large area for public access to mtg room and Main Receptionist/ Code Enforcement Counter/ Parks and Rec Window.	
Subtotal Administrative Operations		1703		2,880		
Service						
Computer Room	0	0	1	80	secure and appropriately light	
Storage	0	0	1	50	Shelving (NO sliding doors)	
Archive File Storage	0	0	1	150	Fire-proof	
Subtotal Service		0		280		
TOTAL TOWNSHIP ADMINISTRATION		1703		3,160		

*Stoppage
MEETING ROOMS*

Springfield Township

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PARKS AND RECREATION						
Room Name			Qty	Area	Remarks	Adjacencies
Administrative Operations						
Staff / Receptionist Office	1	120	1	175	Open office, 2 work spaces for part time staff, transaction counter	Admin Receptionist
Director Office	0	0	1	150		
Future Office	0	0	1	120	Office for future Program Director	
Subtotal Administrative Operations		120		445		
Special Needs						
Equipment Storage	0	0	1	750	Unheated space - Would consolidate current off site storage with expansion space	
Subtotal Special Needs		0		750		
TOTAL PARKS AND RECREATION		120		1,195		
Code Enforcement						
Room Name	Ext. Qty.	Ext. Area	Qty	Area	Remarks	Adjacencies
Administrative Operations						
Code Enforcement Officer	1	312	1	150		
Code Inspector	1	102	1	200	Offices for project inspector & secretary	
Building/Zoning	1	96	1	125		
Transaction Counter /Walk-in visit	0	0	1	125	public access important	
Conference Room	0	0	1	150		
Subtotal Administrative Operations		510		750		
Special Needs						
General Storage/filing	0	0	1	140		
Subtotal Special Needs		0		140		
TOTAL CODE ENFORCEMENT		510		890		
SUBTOTAL ADMINISTRATIVE		2333		5,245		
DEPARTMENTS						
Additional Service						
Mechanical Space		324	10%	525	Percentage of Administrative Departments Subtotal	
Corridors/Circulation		263	25%	1,311	Percentage of Administrative Departments Subtotal and Mechanical Space	
Subtotal Additional Service		587		1,836		
TOTAL ADMINISTRATIVE		2920		7,081		
DEPARTMENTS						

STORAGE
MEETING SPACE

Springfield Township

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PUBLIC WORKS						
Room Name			Qty	Area	Remarks	Adjacencies
Core/Common Space						
Road Department Administration	1	682	2	300	1 for work areas/1 for computer	
Men's Locker/Rest Room	1	0	1	600	28 employees	
Women's Locker/Rest Room	0	0	1	200	2 employees	
Break Room	1	364	1	200	Capacity for 12 people, contains kitchenette	
Subtotal Core/Common Space		1046		1,300		
Special Needs (Interior)						
Road & Street Sign Room	1	0	1	225		
Repair Bay/Shop	1	1,080	3	1,750	2 large (trucks)/1 small (police vehicles and other emergency-related vehicles), oil & filter storage, vehicle lift (1 bay only), oil traps & drains, ceiling mounted air/water hoses. Sufficient ceiling space to lift trucks.	
Wash Bay	0	0	1	600	To wash salt from trucks after snow storms	
Garage/Equipment Bay	3	3,250	6	8,550	Pull thru bays: bays to be two vehicles deep (one w/ snow plow), heated spaces (50° - 60°). Trucks to be stored: Front-end loader, Street Sweeper, Sewer Truck	
Small Equipment Storage	0	0	1	120	For compactors, chainsaws, etc.	
Storage/Tool Room	0	0	1	80	Road closed signs, sign posts, tools	
Subtotal Special Needs (Interior)		4330		11,325	Excluding Future Garage/Equipment Bays	
Special Needs (Exterior)						
Salt/Cinder Storage	1		3		1 salt (300 - 400 ton)/1 cinder/1 mixed	
Stone Storage	0	0	4		40 - 60 ton each	
Pipe/Catch Basin Storage	0	0	1		Plastic pipes are 20' long (keep 300' on hand), catch basins are 2' wide x 4' long x 3' high	
Top Soil Area	0	0	1		Approx. area needed (7500 sf)	
Trash Dirt Area	0	0	1		Approx. area needed (7500 sf)	
Barricade/Portable Signage Storage			1		Under cover on side of building	
Fuel Depot			1		Existing facility?	
SUBTOTAL PUBLIC WORKS		5,376		12,625		
Additional Service						
Mechanical Space	10%	538	10%	1,263	Percentage of Road Dept. Subtotal	
Circulation	25%	261.5	25%	325	Percentage of Road Dept. Core / Common Space	
Subtotal Additional Service		799		1,588		
TOTAL PUBLIC WORKS		6,175		14,213		

GARAGE
STORAGE

LIBRARY						
Room Name			Qty	Area	Remarks	Adjacencies
Public Space						
Entry / Vestibule	1	86	1	150	Area needs space for public bulletin boards and recycling.	
Lobby	0	145	1	200	Should have informational kiosk for events and brochures. Also area for brochures and displays.	
Circulation Desk						
Work area	1	150	1	200	Computer stations for 4-5 check out areas and area for pick ups from on-line ordering	Central to library and near / visual access to front entrance
Self Check in - out area	0	0	1	50	Computer stations near circulation desk for customers to self check out books / materials	
Inter Library Loan Bag Area	0	0	1	50	Area for bag storage to receive and return inter-library loan books	
Reshelving area	0	0	1	80	Shelving and cart space for books and materials to be returned to stacks.	
OPAC Stations	1	20	4	100	Need 1 station in each of the following areas: Fiction, Nonfiction, Youth/ Teen Area, Children's	
Public Internet Computer Stations	6	120	9	225	Need Stations throughout stacks / reading areas. 1 station for children's library and 1-2 station sin Youth / Teen area. Stations in Teen area should have more space for "collaborative" use.	
Adult stacks	1	2,175	1	3,200	Room for current collection in lower shelves to provide better access. Need special materials shelving for audio and visual materials.	
Adult Reading area	1	300	1	500	Comfortable seating and tables dispersed throughout the Adult library section.	
Youth / Teen Stacks	1	350	1	550	Area "out of main stream" for teens to gather	
Youth / Teen reading area	1	120	1	300	Several groupings of soft comfortable furniture and group table areas for homework, teamwork, and "hanging out"	
Children's Library						
Stacks	1	950	1	1,400	Space for collection in lower shelving units for better access by children and display areas on top.	
Computer stations	1	25	2	50	pre-school computer stations for reading programs children can use.	
Story Area	1	145	1	500	Area within children's space with carpeted raised seating for story and activity times. Should be more enclosed by stacks to allow for better focus and containment of small children	
Circulation desk	1	30	1	100	Area for 2 workstations with visual access to entire children's area	
Reference	1	120	1	150	Desk area with computer for Reference Librarian to help customers.	Near reference stacks
Acquisitions / Inter Library Lending	0	0	1	100	Desk area to take orders from customers for inter - library loan books	
Quiet Rooms	0	0	2	240	2-3 small areas for 5-6 people to meet.	
Conference/ Meeting room	1	250	1	300	Should have smart board set up. Area for 15 at conference table or could be set up as small meeting room	
Friends of Library Book Organizing Room	0	0	1	150	Room for volunteers to come and sort / prepare donated books for sales.	

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Vending Area	0	0	1	80	Public Access - Could be expanded to "Coffee Bar"	
Public Copy / Printer area	1	25	1	50	Pay per use machines for public	near circulation desk
Public Toilet Rooms	2	130	2	240	Need ADA accessible with changing area for small children. Consider 1 single fixture family toilet room. Fixture count will be based on code capacity needed.	
Subtotal Public Space						
		5,141			8,965	
Administrative Operations / Support Areas						
Administrative Assistant	0	0	1	80	Workstation outside of Directors office / administrative area	
Director	1	110	1	150	Office with area to meet with clients	
Reference Work area	0	0	1	100	Workstation with access to general workroom	Areas could be combined in one larger workstation / workroom area
Adult Collections workstation	0	0	2	100	Workstation with access to general workroom	
Young Adult Collections workstation	0	0	2	100	Workstation with access to general workroom	
Children's Collections workstation	0	0	2	100	Workstation with access to general workroom	
Circulation workstation	0	0	1	50	Workstation with access to general workroom	
Inter Library Loan	0	0	1	50	Workstation with access to general workroom	
General Library Workroom	1	600	1	400	Area for work table and shelving to serve each collection department	
Acquisitions Work Area	0	0	1	250	Area with 3-4 workstations and central work area to catalogue / process books. Need shelving and book cart area.	
Server Room	0	10	1	80	Need area for computer server which is secured and climate controlled	
Computer Technician	0	0	1	100	Office or work area near server room	
Delivery and Trash Area	0	0	1	80	Need easily accessed and staging area for deliveries of books and trash recycling. Needs to be outside of workroom space.	
Admin Storage	1	50	1	150		
Bulk Storage	0	0	1	200		
Craft / Seasonal Storage	1	84	1	150		
Kitchen / Break room	1	0	1	150	Needs area for staff for lunch and breaks. Include small lockers for personal item storage during shifts.	
Staff Toilet Rooms	1	20	1	50	Unisex single toilet - ADA accessible.	
Utility Closet	1	35	1	60	Include room for storage of supplies	
Subtotal Administrative Operations						
		909			2,400	
SUBTOTAL LIBRARY						
		6,050			11,365	
Additional Service						
Mechanical Space	10%	425	10%	1,137		
Circulation & Gross Building Factor*	25%	2800	25%	2,841		
Subtotal Additional Service						
		3,225			3,978	
TOTAL LIBRARY						
		9,275			15,343	
Site Consideration: Would like drop off / book return in drive through lane for easy access from car window.						

EVERY AREA UNDER

COMMUNITY CENTER		Area could be connected to library and programmed by library staff for community functions. All rooms would be available for Parks and Recreation and				
Room Name			Qty	Area	Remarks	Adjacencies
Community Meeting Rooms	0	0	4	3,800	Meeting area to seat up to 50 people for presentations, seminars, and programs. Rooms should 950 sf. And connected with dividable walls to allow for configurations for larger groups.	
Multi-purpose Room	0	0	1	6,500	Should be large enough to use as gym space for 1 basketball court / and dividable for meeting space.	
Conference Room	0	0	2	500	smaller meeting / conference rooms for 25	
Catering Kitchen	0	0	1	300	Kitchen equipped with appliances for warming and finishing catered food for events. Should be attached to community meeting room with pass through window.	
Storage	0	0	1	350	areas for hold equipment for multipurpose room and tables / chairs for various room setups.	
Public Toilet Rooms	0	0	2	240	Number of fixtures will be based on code capacity needed	
SUBTOTAL COMMUNITY CENTER		0		11,690		
Additional Service						
Mechanical Space	10%	0	10%	1,169		
Circulation & Gross Building Factor*	25%	0	25%	2,923		
Subtotal Additional Service		0		4,092		
TOTAL COMMUNITY CENTER		0		15,782		
<i>NONE PROVIDED</i>						
TOTAL CAMPUS PROGRAM		21,450		60,578		