



FIRE STATION QUESTIONNAIRE

Name of Department KILLINGTON FIRE AND RESCUE

Proposed Name of Station KILLINGTON STATION 1

The following questionnaire is being provided as a tool to familiarize you with questions, issues, and data that will be discussed in the beginning stages of your project. To be responsible with our client's time, we have developed this form to allow you to prepare and discuss the following materials prior to our meeting. We have found that our meetings are more productive and efficient as a result of this approach.

If more than one person will be providing input into the completion of this form, please compile all the data into one questionnaire to avoid providing conflicting information.

When you have completed this, please fax it to our office in care of the contact person you are working with or the Government Studio at 513-721-8181.

Please copy Alan Brown at Dore & Whittier Inc at abrown@doreandwhittier.com

Please contact us if you have any questions filling out this form.

PROJECT MANAGEMENT

Who will manage the project for the Department?

Daily contact with the design team and contractor

Name STEVE FINER/GARY ROTH Title/role PRES/CHIEF

Other members of department building committee and their roles involved in the project:

Name SETH WEB Title/role TOWN MANAGER

Name DAVID GOUCHBERG Title/role VICE PRES

Name _____ Title/role _____

Name _____ Title/role _____

Name _____ Title/role _____

PROJECT BUDGET

Total Project Cost = Building Hard Cost + Soft Costs

- The term "Total Project Cost" refers to the sum total of all expenses required to design, build, furnish, and move into a completed facility. This typically is divided into two categories, "Building Hard Costs" and "Soft Costs".
- "Building Hard Cost" describes only the cost of the Prime contracts for construction at the time of the time of bid opening. This cost does not include any of the "Soft Costs".

- **“Soft Costs”** include all other costs associated with designing, building and moving into a completed facility. This cost does not include any of the “Building Hard Cost”.

Soft Costs include but aren’t limited to: (Check the soft costs that will be included in the Total Project Cost.)

	Hard Cost	Soft Cost	Not Included In Project Cost
Land acquisition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off-site utility improvements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialty equipment (Emergency generator, UPS, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnishings, workstations, consoles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural and Engineering fees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits – Building, Zoning, Utilities including Tap Fees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveys – Boundary and Topographic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Surveys – Phase 1 and Phase 2 Environmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio/communication system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen / Break room Equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security/AV Systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Contingency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection and testing fees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost of financing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the expected Total Project Cost? :

- Project Cost (Fixed or give a range): _____
- Project Cost has not been determined. It will be determined as part of the design process.

What is the anticipated source(s) of funding? BOND

Has funding been secured? NO

PROJECT SITE

Is the land acquisition for this project complete? AT CURRENT DESIGN STAGE

How many acres are available? (Approximately) APROX 1

Describe the previous use for the project site. FIRE SERVICES

What other uses are planned for this property other than a Fire Station?

- Combined City/Township Hall Public Safety with police
- Community Park / Recreational
- Public Works / Service / Salt Dome
- Other: (Describe) _____

What Utilities are available to the Project Site?

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Water | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Sewer | <input type="checkbox"/> Cable |
| <input type="checkbox"/> Storm Water | <input type="checkbox"/> Fiber Optics |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Gas |

If possible, provide a list of Utility company contact personnel and contact information.

Who, besides assigned personnel, will require access to site?

Public (community room) CLASS ROOM

Maintenance personnel TRUCK AND EQUIPMENT MAINTENANCE

Other companies UTILITY, CLEANING

Apparatus Maintenance

Where will apparatus refueling occur? OFFSIT

Where will apparatus cleaning be done? ONSITE

Who will do routine maintenance of the apparatus?

Fire Department YES Contract entity YES Other _____

Where will routine apparatus maintenance occur? BOTH ON AND

Parking

(CR can assist with these requirements as part of the programming/needs analysis phase and zoning due diligence.)

Estimated number of spaces required for staff parking. 20

Estimated number of spaces required for visitor parking including possible training or conference activities. 15

DEPARTMENT OPERATIONAL ISSUES

Station Type

Describe your current operations:

Typical service calls and type FIRE, MEDICAL, SEARCH AND RESCUE

Service area: KILLINGTON AND MUTUAL AID AREA

Types of structure fires anticipated in service area: (low-rise, high-rise, industrial, residential, etc.) ALL OF THE ABOVE INCLUDING GAS AND HAZMAT

Does the department provide any inspectional services? YES

Describe EMS or Paramedic services provided (if applicable)
FAST SQUAD

What are your procedures when returning from a call? TRUCK AND GEAR MAINTANCE

How do you decontaminate? HOSE AND SHOWER

How do you restock and store materials? RACKS TO DRY HOSE LOCKED STORAGE FOR REPAIRS AND

Other issues LACK OF SPACE, POOR WATER QUALITY ONSITE, WATER STORAGE ON SITE FOR TRUCK REFILLING

Describe your Hazardous Materials services provided (if applicable): OPERATIONS LEVEL

How do you decontaminate? GROSS WITH SHOWER NON INHOUSE IF KNOWN EXPOSURE

How much foam do you store? 200 GAL

Other issues LOW LIGHT, COLD, DUSTY, LOW SPACE, TRIP HAZARDS, AIR AND WATER QUALITY

Staffing

Is your department volunteer YES paid professional _____ or combination? _____

What are your current staffing levels? 27

What are your anticipated future staffing levels? SAME

Administrative staff? 10

Shift description- number of firefighters per shift:

<u>Station</u>	<u>Current Shift Size</u>	<u>Future Shift Size</u>
Station # <u>1</u>	<u>VOL RESPONCE</u>	<u>4 PAID</u>
Station # <u>2</u>	<u>1 TRUCK</u>	<u>3 TRUCK</u>
Station # _____	_____	_____
Station # _____	_____	_____
Station # _____	_____	_____

How many shifts do you have? 24 HR

Other staff that will have potential use of this station (police, health department, clinic, etc.)
POLICE

Apparatus Bay:

What is the largest length dimension of apparatus that will be needed to serve the community?

Currently in use: CURRENT TOWER TRUCK

Future anticipated: SAME

What are the two most frequently used apparatus? ENG 1, RES 2, RES 1 (I KNOW THATS 3)

List other apparatus, trailers and command vehicles. Include length dimensions and frequency of use/first out rank.

TANKER 1, ENG 2, TOWER 1, BRUSH 1 ALL LISTED IN ORDER OF USE NEED TO ENLARGE BAYS FOR NEWER TRUCKS WITH ALL WHEEL DRIVE AND LARGER WATER CAPACITY WOULD LIKE MORE ROOM FOR TRAILER STORAGE INSIDE AND SAFETY WORK AREA .

How do you anticipate stacking or staging of apparatus? (attach diagram)

Where will hose testing be done? OUTDOORS

What is the desired method of vehicle exhaust extraction? PLYMAVENT

What is the minimum desired size of doors? SAME AS TOWER BAY
(CR recommends 14'x14')

What are your maintenance and restock procedures?

Air fill CURRENTLY 3 BOTTLE CASCADE WITH 3 FILL CONTAINMENT (MAKO)

EMS Supplies STORED UP STAIRS NEEDS TO DOUBLE
 Other issues GEAR STORAGE AND WORK BENCHES RADIO DISPATCH AREA

Response Station/Dispatch Center

How are calls received and communicated?

Tear sheets _____
 Radio calls RADIO DISPATCH AND PAGERS NEED RADIO TOWER ONSITE
 Pagers YES

Will radio stations be charged at this station? UHF AND VHF TOWERS How many? 4

What is desired location for Response Station? OFF BUILDING

Other requirements for Response Station. PHONE CABLE AND ANTENNA TOWER

Office Area

Who needs private offices?

Chief YES
 Assistant Chief 2 SHARE
 Training Officer YES
 Others CAPT
PRES/VICE
CO CLERK
FIRST RESP

Who can be located in a small group office? List number of individuals in each office and whether they need individual workstations or can they share workstations with opposite shift employees.

Name	Individual Workstation	OR	Shared Workstation (with whom)
<u>DEP CHIEF 2 SHARE</u>	<u>YES</u>		_____
<u>PRES/VICE</u>	<u>YES</u>		_____
<u>CAPT 2 SHARE</u>	<u>YES</u>		_____
<u>HEAD FIRST RESP</u>	<u>YES</u>		_____

Training Room:

Is a training room required in this station? VERY MUCH SO

Will the Training Room double as an Emergency Operation Center? YES

What training will occur at this station?

Company training YES

Department training YES

Academy training YES

Other MEDICAL

Is there a full-time training officer assigned to this station? YES

Does the training officer require support staff?

Receptionist NO

Assistant YES

Other _____

Where will training reference materials be kept?

Training officer's office _____

Training room YES

Other _____

Will the training room be used for public meetings or seminars? YES

Is a separate public entrance required for the training room? NO

Maximum number of people to be seated theater style (chairs only) 40

Maximum number of people to be seated classroom style (tables & chairs) 20

What material needs to be stored adjacent to the training room?

Training material YES

Tables & chairs YES

Audio/visual equipment YES

Training props YES

What equipment is required for the training room?

Projection screen YES

Marker board YES

Cable TV YES

Food Service YES

Other COMPUTER

On-site Training, hands-on:

Do you have access to a training facility? YES
 If yes, where and what type of facility? STATE FIRE ACADEMY

What are your on-site training goals? MEDICAL AND FIRE

Ladder X Confined Space X Hose line Adv. X Draughting X
 Search & Rescue X Tower X Vehicle Extrication X
 Other MEDICAL SCBA ROPES SPRINKLERS

Does the community have specific issues that require special training, such as hazardous material sites, rail yards, etc? VEHICLE EXTRICATION FLAMMABLE GAS

DORMITORY

Exercise Room/ Fitness Facility:

How many people are anticipated to workout at the same time? 4
 What equipment will be provided?
 (Provide list of equipment and dimensions to the Architect)
 Will this area be shared by other city staff or departments? NO
 If yes, will separate shower and locker area be required? YES
 Separate entrance? NO

Day Room:

How many people will this room serve? 10
 Open to kitchen or separate room? OPEN
 Open to general circulation within private area of station or enclosed? OPEN
 Will this room be used for other functions?
 Study YES
 Library YES
 Training YES
 Meetings YES

Will you furnish the dayroom with couches or recliners? NO

Kitchen:

How is food bought and stored?

Individual food storage YES

Bought and stored per shift _____

How many separate closets / pantries required? NOT SURE

Locked? _____

Separate refrigerators? _____

Will the station provide food for others during an emergency?

Emergency Operations Center? YES

Neighborhood? YES

Will the kitchen be used to prepare meals for events held in training room? YES

If so, what is the largest number to plan for?

Is access to a gas grill required? NO Range-top or exterior? YES

Dining:

How are meals eaten?

As a company YES

As individuals _____

Will dining area be open to kitchen? YES

Day Room? YES

Will the dining area be used for other functions?

Training classes YES

Public Workshops YES

Meetings or study YES

Locker Room:

Where would you want personal gear lockers located?

 In the Dormitory/ dorm rooms

YES Locker rooms

 Other _____

What size lockers are required? (typical 24"w x 24"d) TYPICAL

Estimated quantity of lockers required

Men 20 Women 10

How many staff lockers required at this location? 4

Restrooms / Showers:

Determine type of facilities to be provided

Gender Equal: separate but equal facilities _____

Space intensive, but provides complete flexibility in staffing.

Gender Neutral: individual restroom/shower facilities YES _____

Most space efficient and provides complete flexibility in staffing.

Are towels laundered on-site by staff or off-site by laundry service? OFF SITE _____

Sleeping Quarters:

How many personnel are to be accommodated in sleeping quarters?

Current _____ 0 _____

Anticipated future 4 _____

How many beds required?

“Cold-sheet” (one bed for every person assigned to station) YES _____

“Hot-sheet” (one bed shared by three – change sheets each shift) _____

What type of sleeping quarters is desired? _____

Separate Dorm Rooms

More privacy (gender issues, work/study, dressing, sound barrier)

Lockers can be located in dorm rooms, eliminating locker room

With or without doors _____

Bunk Room _____ YES _____

May require less space, more flexible

Laundry:

Is a dedicated domestic laundry room required? YES _____

Will this room be separate from or combined with the turn out gear laundry related to the apparatus bay support? _____ YES _____

How is uniform cleaning handled? OFF SITE _____

Will turnout gear be cleaned on-site or off? UNSURE PREFER OFF SITE _____

SUPPORT

Turnout Gear Storage:

Where do you keep turnout gear when on-duty? GEAR RACK _____

Where do you keep turnout gear when off-duty? GEAR RACK _____

Do you use gear bags? _____ NO _____

How many sets of turnout gear per person? 2 AT MOST _____

How many sets of active turnout gear will be stored at the station? 30 _____

Shop / Tool Room:

Will heavy vehicle maintenance be performed at station? AT TIMES

Tune-ups, oil changes? NO

Repairs? YES

Will a repair lift be required? YES

Will a repair pit be required? NO

What is the minimum clear height required? UNSURE

Will an air compressor be required? YES Locate inside or outside? INSIDE

Describe what tools and supplies are to be stored and approximate square footage required.
YOU TELL US

Does the department maintain and repair fire hydrants? NO

Janitor Closet:

Describe equipment used in Apparatus Bay.

Mops YES

Brooms YES

Squeegees YES

Buffers YES

Vacuums YES

Hose Storage / Tower:

Describe hose material and method of drying. NEED METHOD LAY OUT AT THIS TIME

Describe hose storage requirements. ROLLING RACKS

Cleanup Room/ Decontamination:

Indicate which of the following to be provided.

Deep sink with hands-free controls YES

Shower for personnel and equipment cleaning YES

Special containment sewer system YES

Where will locked drug storage be located? MEDICAL LOCK UP



POLICE FACILITY QUESTIONNAIRE

Name of Department Wilmington Police Dept.

Proposed Name of Facility _____

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Please contact us if you have any questions filling out this form.

PROJECT MANAGEMENT

Who will manage the project for the Department?

Daily contact with the design team and contractor

Name Whit Montgomery Title/role Chief of Police

Other members of department building committee and their roles involved in the project:

- Name _____ Title/role _____

PROJECT BUDGET

Total Project Cost = Building Hard Cost + Soft Costs

- The term **“Total Project Cost”** refers to the sum total of all expenses required to design, build, furnish, and move into a completed facility. This typically is divided into two categories, **“Building Hard Costs”** and **“Soft Costs”**.
- **“Building Hard Cost”** describes only the cost of the Prime contracts for construction at the time of the time of bid opening. This cost does not include any of the **“Soft Costs”**.
- **“Soft Costs”** include all other costs associated with designing, building and moving into a completed facility. This cost does not include any of the **“Building Hard Cost”**.

Check category for each item listed below:

	Hard Cost	Soft Cost	Not Included In Project Cost
Land acquisition?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Off-site utility improvements?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Specialty equipment (Emergency generator, UPS, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Furnishings, workstations, consoles?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Architectural and Engineering fees?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Permits – Building, Zoning, Utilities including Tap Fees?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Surveys – Boundary and Topographic?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental Surveys – Phase 1 and Phase 2 Environmental	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio/communication system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Signage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen / Break room Equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Security/AV Systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moving costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Utility Costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Contingency?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspection and testing fees?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cost of financing?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

What is the expected Total Project Cost? :

- Total Project Cost (fixed or give a range) _____
- Total Project Cost has not been determined. It will be determined as part of the design process.

What is the anticipated source(s) of funding? Bond

Has funding been secured? NO

PROJECT SITE

Is the land acquisition for this project complete? ?

How many acres are available? (Approximately) ?

Describe the previous use for the project site. ?

What other uses are planned for this property other than a Police Station?

- Combined City/Township Hall Public Safety with Fire
- Community Park / Recreational
- Public Works / Service / Salt Dome
- Other: (Describe) Police / Fire

What Utilities are available to the Project Site?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Water | <input checked="" type="checkbox"/> Telephone |
| <input checked="" type="checkbox"/> Sewer | <input checked="" type="checkbox"/> Cable |
| <input type="checkbox"/> Storm Water | <input type="checkbox"/> Fiber Optics |
| <input checked="" type="checkbox"/> Electric | <input type="checkbox"/> Gas |

If possible, provide a list of Utility company contact personnel and contact information.

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Water | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Sewer | <input type="checkbox"/> Cable/Fiber Optics |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Gas |

Who, besides assigned personnel, will require access to site?

- Public (community room) N/A
- Maintenance personnel N/A
- Other companies N/A

DEPARTMENTAL OPERATIONAL ISSUES

Operations

Describe your current operations:

Typical service calls and type Assaults, Dui, drug, accidents, missing persons, civil process, ect.

Service area: Killington

Do you have a community policing program?

School resource officers, D.A.R.E.? Beginning

Does the department provide community training? _____

Do you use bike patrols? NO

If yes, how many? _____

Do you use K-9 units? NO

If yes, how many? _____

Is community access for filing complaints and picking up records important? Yes

What is the frequency of community visitors to station? Unknown

Describe your investigations division:

Do detectives work cases separately or in teams? Separately

Other information that we should know?

Staffing

What are your current staffing levels?

Sworn officers 2 (growing)

Civilian _____

What are your future staffing levels?

Current calls per officer 200+ per year

Current population 800 Summer / 20,000 weekends during winters.

Anticipated population – 20 years _____

Administrative staff?

Current 0

Future 1

Other staff that will use the facility (fire, clinic, etc.)

N/A

SECURE AREA

Sallyport

Is a sallyport required? NO

Do you anticipate requiring more than one vehicle access at a time? N/A

If so, how many? N/A

Booking/Processing

Do you anticipate booking/processing more than one prisoner at a time? NO

If so, how many? N/A

Do you anticipate a separate processing area for juveniles? NO

Prisoner Holding

Do you plan to provide holding facilities? Yes

If yes, are holding cells to be designed as 8-hour, 5 day or other? 8 hour.

If no, how will you handle temporary detention? i.e. cuffing rail, etc. Cuffing rail if needed.

Do you anticipate more than 2 holding cells? NO

If so, how many? N/A

Do you anticipate more than one cell for detox? NO

Do you anticipate a separate juvenile holding area? NO

Evidence Processing/Storage

Is the evidence processing done in the same facility? Yes

Is a vehicle evidence processing garage required? NO

Do you require a separate area for contaminated items? NO

Do you anticipate requiring an evidence drying area? NO

Do you require a pass-thru evidence refrigerator? NO

What type of storage lockers/shelves is desired for evidence storage? Separate lockable room with shelves

What type of storage lockers/shelves/room is desired for property storage? Separate / lockable room,

Approx 8 by 8

How do you handle large found property items such as bikes?

Vermont State police (at this time)

PUBLIC AREAS

Interview/Complaint

How many and what type of interview rooms do you require:

- Soft interview rooms (with comfortable finishes and furniture)? 1
- Hard interview rooms? NO
- Complaint room? Lobby (1)
- Polygraph room? NO
- Juvenile interview? NO

Do you anticipate interview rooms near:

- Lobby NO
- Holding Area Yes
- Detectives NO
- All of the above N/A

Records/Dispatch

Describe your anticipated dispatch and 9-1-1 services?

Through State Police

Does your service require a radio tower? NO On site? NO

If yes, what height is anticipated? NO

How are records stored, retrieved and provided to the public? _____

How many file cabinets do you require for records? 4

How many years are records kept readily available? _____

Do you need any other type of storage? evidence room

How many workstations are required at Dispatch? 3

What other equipment needs to be incorporated in the Dispatch Area?

- LEEDS computer Yes
- Security monitors Yes
- Cable TV NO
- Traffic link to Artemis NO

Other _____

ADMINISTRATION

Emergency Operations Center (EOC)

Will an EOC be provided? NO

If so, can the EOC be combined with another space (i.e. training room or conference room)?

Training Room

Is a training room required in this station? NO

What training will occur at this station?

Is there a full-time training officer assigned to this station? NO

Does the training officer require support staff?

Receptionist _____

Assistant _____

Other _____

Where will training reference materials be kept?

Training officer's office _____

Training room _____

Other _____

Will the training room be used for public meetings or seminars? NO

Is a separate public entrance required for the training room? _____

Maximum number of people to be seated theater style (chairs only) _____

Maximum number of people to be seated classroom style (tables & chairs) 12

What material needs to be stored adjacent to the training room?

Training material _____

Tables & chairs _____

Audio/visual equipment _____

Training props _____

What equipment is required for the training room?

Projection screen _____

Marker board _____

Cable TV _____

Other _____

OFFICE AREA

Who needs private offices?		Quantity of offices
Chief	<input checked="" type="checkbox"/>	<u>1</u>
Assistant Chief(s)	<input type="checkbox"/>	<u> </u>
Public Ed	<input type="checkbox"/>	<u> </u>
Captain(s)	<input type="checkbox"/>	<u> </u>
Detective(s)	<input type="checkbox"/>	<u> </u>
Others	<input type="checkbox"/>	<u> </u>

Who can be located in a small group office? List number of individuals in each office and whether they need individual workstations or can they share workstations with opposite shift employees?

Name	Individual Workstation	OR	Shared Workstation (with whom)
<u> </u>	<u>2 2</u>		<u> </u>
<u> </u>	<u> </u>		<u>1</u>
<u> </u>	<u> </u>		<u> </u>
<u> </u>	<u> </u>		<u> </u>
<u> </u>	<u> </u>		<u> </u>
<u> </u>	<u> </u>		<u> </u>
<u> </u>	<u> </u>		<u> </u>
<u> </u>	<u> </u>		<u> </u>
<u> </u>	<u> </u>		<u> </u>
<u> </u>	<u> </u>		<u> </u>

What staff can be located in an open office area? Indicate whether they need individual workstations or can they share workstations with opposite shift employees?

Name	Individual Workstation	OR	Shared Workstation (with whom)
<u> </u>	<u>2</u>		<u> </u>
<u> </u>	<u> </u>		<u>1</u>
<u> </u>	<u> </u>		<u> </u>
<u> </u>	<u> </u>		<u> </u>

Indicate whether the following administrative functions require dedicated or shared space within other spaces.

	Dedicated	Located in which other office or space
File storage	_____	<u>work area</u>
Copy / Fax / Supplies	_____	<u>work area</u>
Work Area	_____	_____
General Storage	<u>✓</u>	_____
Library	<u>N/A</u>	_____

Is a conference room required (separate from a training room)? NO

How many people shall conference room hold? 12

Will the public have access to the conference room? NO

Is access required after 5:00 pm? NO

PRIVATE AREA

Patrol Room

Do you need individual work areas in the Patrol Room? Yes

If yes, How many? 3

Do you need a separate Briefing Room (other than the training room) at the Patrol Area? NO

If yes, how many people should it accommodate? _____

How do officers transfer gear (briefcases, duffels, etc.)? _____

Size? _____

Report Room

How many people should the Report Room accommodate? _____

Do you require storage in the Report Room? What type? NO

Armory and Supplies

Describe the type and quantity of armory storage anticipated

N/A

Will weapons maintenance be performed in the armory? NO

Exercise Room

How many people are anticipated to workout at the same time? N/A

What equipment will be provided? N/A

(Provide list of equipment and dimensions to the Architect)

Locker Room

Is a locker room required? N/A Yes 1

What size lockers are required? _____

Are separate men's and women's locker areas required? NO

If yes, approximate quantity of each _____

Break Room

Is a lunchroom / break room to be provided? NO

How many people need to be accommodated? N/A

OTHER ISSUES AND CONCERNS:

Needs to be on ground level, with no stairs. Needs to be a separate / secure area from the fire Dept. Allowing only law Enforcement access.

