

Waitsfield Town Office Space Program Comparison Between Existing and Proposed in New Building

Function	Existing Area	Current Program	Room size	Difference	Notes
<b>Office area</b>	522	560		38	New building has 7.3% more office area or 38 SF
Clerk/Treasurer			100		
Assistant Clerk			90		
Town Administrator			90		
Zoning Administrator			90		
1st Assessor work area			45		
2nd Assessor work area			45		
Land recording area			55		
Water system contractor			45		
<b>Vault</b>	72	253	253	181	Current vault extremely small
<b>Vault work area</b>		160	160	160	Current office has no dedicated work area
<b>Meeting area</b>	360	749		389	Current Town Office has limited meeting space
6 person meeting space			93		
8 person meeting space			126		
35-40 person meeting space			530		
<b>Bathrooms</b>	52	172		120	Current Town Office has inadequate, non -ADA, toilets
Unisex Public Toilet Accessed from Exterior			43		
Unisex Public Toilet Accessed from Exterior			43		
Unisex Public Toilet near large meeting room			43		
Unisex staff toilet			43		
<b>Reception counter and document display area</b>	54	110	110	56	
<b>Storage</b>	77.5	207		130	Currently storage is mostly off-site
Enclosed supply storage			131		
Mail processing area			30		
Copier area with counter area			30		
Janitor/cleaning closet			16		
<b>Kitchen Corner</b>		50	50	50	
<b>Utilities</b>	65	55	55	-10	
<b>Circulation, Structure, Stairs, Elevator and Vestibules</b>		1669			
Stairs			190	190	
Elevator			100	100	
Vestibules			178	178	
Circulation and structure	408.5		1201	1261	25% for existing versus 30% for new
<b>Total</b>	<b>1611</b>	<b>3985</b>	<b>3985</b>	<b>2374</b>	