

Town Office Space Requirements

Draft

Nov 7, 2010

	Current Square Feet	Projected Square Feet	
Office Space			
Town Administrator	100	150	
Clerk & Assistant	300	300	
Counter space,		200	
Zoning Administrator	120	120	
Listers	90	100	
Lister files	11	20	
Water & Sewer	90	120	
Small meeting room	0	150	
Total Office Projection			1160
Vault (Current contents only)	70	200	
Other Vault Items, for new vault			
Plat maps	10	10	
Card File	8	10	
Safe Cabinets	24	45	
Topo Maps	3	5	
Admin. Files	24	30	
Open Space	0	200	
Total Vault Projection			500
Meeting Room	400	600	
Entry	100	200	
Halls	100	200	
Baths			
Handicap Accessibly	0	80	
Not Accessibly	100	50	
Kitchen Corner		50	
Utility room	150	150	
Storage	150	150	
Off site storage, moved onsite		400	
Grand totals	1781	3540	

Notes:

- Shared/Overlapping spaces not identified.
- Walls/Partitions space not identified.