

## Programming Summary

The following Program is a list of the space needs identified for the Marshalltown Police and Fire Departments, based on stakeholder interviews, plus a review of the previous (\*see *Previous Area* column below) Programs in the 2013 *Needs Assessment & Site Evaluation Study* by McClaren, Wilson & Lawrie as well as the updated Police Department Program in the 2014 *Police Facility Needs Assessment & Concept Design* by Wilson Estes Police Architects.

The proposed net square footages (NSF) and overall facility sizes will vary from these target sizes when preliminary floor plans are developed and are heavily influenced by the shape and topography of alternative sites proposed for the facilities.

<i>Space Description</i>	<i>Previous* Area (NSF)</i>	<i>Proposed Area (NSF)</i>	<i>Comments</i>
<b>FIRE DEPARTMENT</b>			
<b>Parking</b>			
44 total spaces proposed x 300 sf/space		13,200 + driveways	Spaces: Public - 12; Administration - 8; Crew – 20 (at shift change); Fleet vehicles - 4
<b>Public Access Spaces</b>			
Main Entrance Vestibule	80	80	Airlock for energy efficiency & to reduce drafts
Public Lobby Circulation	184	200	Accessible entrance with natural light
Waiting	108	100	2 or 3 chairs for waiting area
Reception Counter	33	0	Locate in office area with wall opening to lobby
Display Area	50	0	Display can be in Multi-Purpose Training Room
Public Info Kiosk	25	0	Form slots; consider bulletin board or digital monitor
Stairs/Elev. (if needed)	0	0	Verify if 2 <sup>nd</sup> floor or basement are to be provided
Public Restrooms	2 x 64	2 x 64	M & f; accessible, private; near drinking fountains
Multi-Purpose Training Rm with seating for up to 36 if arranged theater style, with kitchenette & computers	960	1,080	Operable wall to divide into two rooms; Near lobby and administrative offices; 6 computer stations for OSHA training; EMS training; 8-10 chairs at tables; Construct as storm shelter space; Counter with sink, storage cabinets, refrigerator, etc.
Chair/Table Storage	120	120	Double doors for storage carts
A/V Equipment Room	40	40	Projectors may be ceiling mounted
<b>Administration</b>			
Chief Office	225	225	Desk, table with 4 chairs, file cabinets, bookcases
Admin. Assist. (Reception)	64	64	
Deputy Fire Chief	180	180	Shelving for training materials; table with chairs
Quartermaster Storage	80	80	
Captains' Office (3)	312	325	3 cubicle work stations, file cabinets
Report/Station Office	0	380	Crew briefing; seating at tables for 10; Cabinets for reference materials

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Union Office (3)	120	120	One shared desk, 2 file cabinets
Computer Server Room	100	100	
Copy/Workroom	80	80	Supplies in cabinets; may be in open work area
Supply Storage	40	0	Office supplies stored in workroom
Long Term Records Storage	0	120	Converting to electronic files eventually
Staff Toilets	0	2 x 64	Male and female staff
Fire Marshal Office + Plan Review (Combined)	180 + 168	320	Enclosed shelving & secure file cabinets; Layout table & plan storage; supplies & brochures
Lt. Inspector Office	120	120	Cabinet storage
Evidence Storage	80	80	Secure, close to apparatus bays with evidence locker
<b>Staff Support Areas</b>			
Kitchen/Dining Area	450	450	3 refrigerators, ice machine, 2 microwaves, double oven, 3 pantry cabinets; Table with 10 chairs, TV, bookcase; Outdoor patio with privacy screen & gas grill
Day Room (TV/Media)	600	500	10 reclining chairs (semi-circular layout)
Locker Rooms	288	0	Lockers provided in private sleeping quarters
Crew Toilets/Showers	405	400	Gang toilet/shower rooms for M & F; locate adjacent to sleeping quarters
Cpt. & Lt. Toilet/Shower	2 x 135	0	Use same facilities as crew
Laundry Room	80	0	Laundry combined with gear wash in bays
Fitness Room	1,200	1,200	Relocate existing equipment
Sleeping Quarters (8 crew)	880	8 x 120	1 bed, 1 desk, 3 lockers
Sleeping Quarters (Lieuten.)	235	120	1 bed, 1 desk, 3 lockers
Sleeping Quarters (Captain)	235	120	1 bed, 1 desk, 3 lockers
<b>Support Areas</b>			
General Storage Room	0	150	
Maintenance/Supply Room	80	0	
Janitor's Closets	64	2 x 25	
Main Mechanical Room	600	600	Could consider penthouse for equipment
Sprinkler Riser	0	50	May be combined with SCBA compressor room
Main Electrical Room	250	200	Power main, emergency power & generator, telecom/data
<b>Subtotal (Gross Area)</b>	<b>9,154</b>	<b>8,870</b>	
<b>Circulation/Wall Area</b>	<b>1,817</b>	<b>2,218</b>	Current program assumes 25%
<b>Public/Staff Gross Area</b>	<b>10,971</b>	<b>11,088</b>	Public/staff area subtotal in gross square feet

<b>Apparatus Area</b>			
First Response Bays			
Bay 1	1,330	1,600	14' wide OH door; 600 sf training area behind truck; Engine (9'-8" x 33' x 10' high); hose storage rack
Bay 2 drive-through	1,330	1,280	14' wide overhead doors; Quint (8'2" x 36'10" x 11'10" high)
Bay 3 drive-through	1,330	1,280	14' wide overhead doors; Aerial 2 (9'-2" x 48' x 12'6" high)
Reserve Bay			
Bay 4	1,330	1,280	14' wide overhead door; Engine 4 (9'2" x 30' x 9'-6" high) & Engine 9 (9'4" x 30' x 9'6" high)
Support Bays			
Bay 5	1,110	1,280	14' wide overhead door; Brush Truck (7'6" x 20' x 7'high) HAZMAT Trailer (8' x 18'6" x 8'6" high) Tanker 1 (8'4" x 20' x 9' high)
Bay 6	1,110	1,280	14' wide OH door; Boat & Trailer (9' x 23' x 5' high) Trench Rescue Trailer (8'8" x 20'6" x 9' high)
Bay 7	1,110	1,600	2 trailers, 1 tanker (currently stored off-site)
Mezzanine Storage	1,000	1,000	Confined space training; long term storage
Bunker lockers/turnout	405	0	Within open apparatus bay; verify # of lockers
Hose Drying Tower	252	50	Size varies with lift mechanism, 50 to 250 sf
SCBA Maintenance Room	150	150	Compressed air supply line from compressor room; Workbench with computer; shelving for parts; SCBA test equipment (mask pressure testing)
SCBA Compressor Room	100	100	May be combined with Maint. Rm; STC 50-55
Decontam./Gear Wash	75 + 75	174	Extractor, washer/dryer with trench; double compartment sink, shower; includes crew laundry
Workshop/Equip. Maint.	150	150	General repair; workbench, tool chest, parts storage
EMT Storage	0	30	Drugs & disposable supplies
HAZMAT Storage Room	80	80	Supplies
Subtotal (for bays)	10,937	11,334	
Circulation/Wall Area, 5%	547	567	
<b>Apparatus Gross Area</b>	<b>11,484</b>	<b>11,901</b>	Apparatus area subtotal in gross square feet
<b>Subtotals (Gross Area):</b>			
<b>Public/Staff Areas</b>	10,971	11,088	
<b>Apparatus Area</b>	11,484	11,901	
<b>FIRE BUILDING</b>			
<b>TOTAL AREA</b>	<b>22,455</b>	<b>22,989</b>	Overall total area in gross square feet

<i>Space Description</i>	<i>Previous* Area (NSF)</i>	<i>Proposed Area (NSF)</i>	<i>Comments</i>
<b>POLICE DEPARTMENT</b>			
<b>Parking</b>			
106 total spaces proposed x 300 sf/space		31,800 + driveways	Spaces: Public = 22 + 2 emer.; Administration = 9 + 8; Staff = 43 + 21 + 1 emer. (includes shift change)
<b>Public Access Spaces</b>			
Main Entrance Vestibule	In lobby	80	Airlock for energy efficiency & to reduce drafts
Public Lobby	800	720	Reception desk and live scan/fingerprint area within adjacent office area; waiting area; consider use of wall display boards or digital monitors
Public Restrooms	2 x 180	2 x 180	M & f; 2 toilets per room; near drinking fountains
Interview Room 1	75	80	
Interview Room 2	90	90	
Community/Training/EOC with seating for 40	900	1100	
Kitchenette	80	30	Refrigerator, microwave, sink (within training room)
Chair Storage	150	150	
AV Equipment	40	40	
EOC Eq/Stor/Radio/Copy	64	70	
Safe Room	80	80	Visible within lobby for a person to seek refuge
<b>Emergency Operations</b>			
EMA Manager Office	125	120	
Logistics Station	60	60	
ID Station	60	60	
<b>Administration</b>			
DAT Training Room	400	400	Defense Arts Training
FATS Room	180	180	Firearms Training Simulator
Quartermaster Storage	200	200	
Community Outreach	120	120	1 officer
Community Service Storage	60	60	
Workroom	120	120	Verify desired casework/equipment; IT work station
Computer Parts Storage	80	80	
<b>Administrative Services</b>			
Records Unit & Parking Enforcement:			
Supervisor	80	80	Cubicle in open work area
Clerk	160	160	Cubicles in open work area; 2 stations
Reception/Volunteer Desk	48	48	Locate for secure station

Parking Enforcement Clerk	80	80	Cubicle in open work area
Records Storage	150	150	Mobile shelving preferred
Archival Storage	200	200	Mobile shelving preferred
General Office Storage	40	40	
Copy Station	30	30	Freestanding copier
Coffee Station	25	25	
Officer's Window	25	25	To allow officers to communicate with clerk
<b>SSD (Investigation/Crime Prevention)</b>			
Crime Control Officer	80	80	Cubicle in open work area
Nuisance Officer	80	80	Cubicle in open work area
Storage Room	60	60	
Captain	180	180	Office with desk and table/chairs
Detective: General	210	210	Office with 2 desks
Detective: Sex Abuse/Domestic	120	120	Office
Detective: Internet Crimes	120	120	Office
Detective: MIDTF/SRO	120	120	Office, 1 shared desk
Project Room	240	240	Table with chairs
Equipment Room	60	60	
Copy/Workroom	80	80	
Coffee Station	25	25	
Interview Room 1	80	80	Provide extra soundproofing
Interview Room 2	80	80	Provide extra soundproofing
Restroom	64	64	Private restroom
Soft Interview	120	120	
<b>Property &amp; Evidence</b>			
Crime Scene Technician	200	200	2 work stations in office
Evidence Processing Room	300	300	Forensics lab
Evidence Processing Garage	500	500	Common area (2 cars)
Evid. Packaging (Bag&Tag)	120	120	
Evidence Lockers	40	40	Locker configuration to be determined
Evidence Intake Area	120	120	
Evidence Drying Cabinets	60	60	
Property. & Evid. Storage	540	540	High density shelving
Refrigerated Storage	30	30	
Valuables Storage Room	35	35	
Firearms Storage Room	120	120	
Narcotics Storage Room	150	150	
Large Evidence Storage	225	225	200 within Evidence Garage
Large Evidence Drop	100	100	
Property Release	120	120	

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<b>OPS (Patrol)</b>			
Lieutenants' Offices	3 x150	3 x 150	3 separate rooms
Sargents' Office	360	360	6 desks
Briefing Room	410	410	Tables/chairs for normally 8 occupants plus presenter
Patrol Eqp Issue/Long Guns	100	100	
Long Guns	25	25	
Report Writing Stations	180	180	6 desks
Duty Bag Stations	32	32	
Officer Mailboxes	25	25	Open slots preferred
Officer Filing Cabinets	224	224	Vertical or lateral acceptable
Copy/Workroom	80	80	
Accident Reconstruction	110	110	
Juvenile Waiting	64	64	
Bike Patrol	280	280	Storage/workshop
K9 Storage Room	100	100	
K9 Kennel	64	64	2 canines
Dog Wash Area	32	32	
SWAT Room	294	294	Up to 14 occupants (Vehicles stored off-site)
Armory	60	60	
Ammunition Storage	60	60	
Weapons Cleaning	110	110	
<b>OPS (Inmate Processing)</b>			
Sallyport	1,500	1,350	Drive-through, 2 bays
Intake Booking	410	410	3 booking stations
OWI/Breathalyzer/Darkrm	110	110	
Interrogation Room	80	80	
Toilet	64	64	
Staging/Temp. Holding	100	100	
Male Holding Cell	70	70	
Female Holding Cell	70	70	
Bond Out/Release Vestibule	100	100	
<b>Staff Support Areas</b>			
Staff Entry	215	215	Vestibule, Mud, Lobby, Mail
Break Room	380	380	1 refrigerator, microwave, sink, coffee (verify stove)
Male Staff Restroom (2)	280	280	2 equal rooms
Female Staff Restroom (2)	280	280	2 equal rooms
Male Locker Room	480	480	40 full size lockers
Toilet	180	180	
Shower	100	100	



<b>POLICE BUILDING:</b>			
<b>Public Access Spaces</b>	2,639	2,800	
<b>Emergency Operations</b>	245	240	
<b>Administration</b>	1,160	1,160	
<b>Administrative Services</b>	838	838	
<b>SSD Investigations/Crime Prevention</b>	1,719	1,719	
<b>Property &amp; Evidence</b>	2,660	2,660	
<b>OPS (Patrol)</b>	3,060	3,060	
<b>Inmate Processing</b>	2,504	2,354	
<b>Staff Support Areas</b>	2,935	3,535	
<b>Building Support</b>	1,594	1,594	
<b>Chief's Office Administra.</b>	1,390	1,430	
<b>E911 Communications</b>	1,875	1,786	
<b>Subtotal (Net Area)</b>	22,619	23,176	
Accessory Support (3%)	679	695	
Circulation (30%)	*6,989	7,161	*Corrected math error in previous program
Walls/Unusable Area (9%)	*2,726	2,793	
<b>POLICE BUILDING</b>			
<b>TOTAL AREA</b>	*33,013	33,825	Overall total area in gross square feet

\*A math error was found in the previously developed program on the summary page. In the subtotal section, the circulation area was indicated to be calculated at 30% but was listed somewhat less. This changed the circulation area from 6,290 to 6,989 and caused the wall area and overall total to be corrected as well.