

Program of Space Analysis
Space Utilization

Richmond Town Hall
10/10/2022

LATEST REVISION

19,406 Gross area (all floors, including basement and Post Office)

Rm #	Program/Space	EXISTING AREA S.F.	EXISTING DESCRIPTION/NARRATIVE OF NEED	EXPRESSED NEED	Delta	PROPOSED DESCRIPTION/NARRATIVE OF NEED
1. Town Offices & Services Subtotal		3,209		3,246	-37	
1.01	Town Clerk	524	security is a concern; finding a way to maintain access to public and visual connection to entrance is preferred, but maintain separation that keeps people farther away from the staff. plotter, copier, access to work space and break out room for both public and staff.	524	0	Existing needs are adequate
1.02	Listers	120	3 staff office, very tight limited space.	200	-80	Added office space to accommodate 3 staff workstations
1.03	Asst. Town Manager	134	Space is fine for a single office, just not located in an ideal location	134	0	Existing needs are adequate
1.04	Vault	391	Inflexible, cannot change. Space needs are limited, but it doesn't seem like storage needs are increasing	391	0	
1.05	Conference Room	148	Space is used by multiple entities (police, town staff, public, etc.) which is not acceptable. If isolated to just the Town Clerk's office, it would be used for the public while doing research	148	0	Existing space is retained, but solely for town staff and public research
1.06	Storage	43	Postage, supplied, etc. This is tight space and could expand a bit. Current location is not ideal - overlaps with circulation for multiple users if town clerk is closed	75	-32	Retain existing square footage, relocate away from circulation and combine with storage elsewhere in the building that is used
1.07	Accounting	196	Private office and space to meet with town staff to review questions etc. Office location is right in the middle of circulation path when town clerk closes, so needs to be oriented better. Needs about 35 total boxes of files (currently stored in basement vault) @ 7 boxes per year. Sound proofing needed for meetings	150	46	Adequate existing needs, if oriented/sized better, can probably reduce overall square footage of office without compromising function. Assume 10x15 office
1.08	Town Manager	292	Private office and space to meet, but really no need for storage. Office is larger than it needs to be. (same issue of circulation described above when town clerk is closed)	150	142	Reduced overall footprint of office to 10x15
1.09	Kitchenette	83	Underutilized; nobody seems to use it as a dedicated room.	83	0	Retained footprint. Recommend combining use into another public space that offers greater flexibility on building footprint. Sounded like no need for a dedicated kitchenette.
1.1	Zoning	844	Needs to be customer friendly, needs space is accessible to the public. Two employee desk areas. Occasionally an added intern who would use the third conference room space that doubles as the public area which isn't ideal. Add space for this 3rd work area in addition to public space; Keep 30 days worth of applications immediately accessible.	900	-56	Added a little square footage for an additional work space for intern and/or public to ensure these uses don't overlap
1.11	Storage	43	Used storage, just isolated from rest of town offices. Could be better used for ballot storage, etc which is split between town hall and school	100	-57	Added square footage to storage need
1.12	Vault (Basement)	391	Confusing array of storage users here; primarily town offices, but a mix.	391	0	Square footage preserved, but does this need to truly exist outside of the basement location that it currently is in?
2. Police Subtotal		1,220		3,183	-1,963	

2.01	Reception	138	Not safe entry/separation from vestibule. Space is adequate. Receptionist stays in paradigm for future police staffing (Admin Assistan, Chief, +4 Officers)	138	0	Square footage is fine, but layout will need to change
2.02	Office	182	Chief office is adequate for size. Dedicated office is desired with room for private meeting	200	-18	Assumed slightly larger space is preferable, adequate for a small meeting table - +/-12x16
2.03	Office	294	Office overlaps with public space once people are past vestibule. This needs to be dedicated. Assumption is office space for 4 officers.	294	0	Square footage is set aside for strictly office space, additional space programmed below to revmove overlapping use
2.04	Storage	96	Storage space is deficient and overlaps with multiple existing areas	150	-54	Increased storage to a total of 300 s.f. for locker, equipment, etc.
2.05	Storage	61	Storage space is deficient and overlaps with multiple existing areas	150	-89	
2.06	W.C.	24	Not ADA compliant. Only one restroom. Should add one for public use and retain 1 for private use only, with shower	160	-136	Two ADA compliant restrooms, one with a shower
2.07	Vestibule	41	Deficient space needs	196	-155	Increased to a generic 14x14 vestibule
2.08	Processing	64	Needs better layout and safety related design in mind. Add room for AFIS machine and Data Master	100	-36	10x10
2.09	Document Storage	320	In the basement, not acceptable	320	0	Assuming this cannot be in basement
2.n1	Interview Room	0	Not currently programmed	80	-80	10x8 interview room directly off of vestibule
2.n2	Conference Room/Training Room	0	Not currently programmed	240	-240	16x15 conference room
2.n3	Holding Cell	0	Not currently programmed	50	-50	Single holding cell
2.n4	Kitchen/Dining	0	Not currently programmed	195	-195	Kitchenette with room for dining table
2.n5	Lockers/Shower	0	Not currently programmed	0	0	Not assumed, but could be a need if overnight shifts (48 hrs) similar to fire fighters
2.n6	Bedroom	0	Not currently programmed	0	0	Not assumed, but could be a need if overnight shifts (48 hrs) similar to fire fighters
2.n7	General Overhead space	0	Not currently programmed	510	-510	Increased building footprint needs due to larger overhead requirements (circulation, janitor, storage, mechanical, etc) - assumed 30% of square footage subtotal above) .3*1700 s.f.
2.n8	Sally Port	0	Not currently programmed	400	-400	Not included, assumed building addition if included
3. Post Office Subtotal		4,610		4,610	0	
3.01	Post Office	4,610	Existing program not being examined	4,610	0	Assumed program either remains the same or leaves. The existing space seems generous. Can some of this space be repurposed? (e.g. mechanical room?). Changes would need to be reviewed with US government
4. Radiate Art Subtotal		1,771		1,728	43	
4.01	Art Studio	658	Both senior and child groups including toddler groups; dedicated to 30-40 people ideally for toddler groups which isn't doable in current space; They also rent out the space to birthdays and other adult art courses where an outside artist comes in to teach something specific. Lack of ventilation, fresh air, not ada compliant, no good emergency egress, not enough space for larger groups, overlapping space needs and hazards between use groups (e.g. toddlers crawling on floor after an adult course). spaces with the option of two concurrent groups of people. Also need a dedicated snack space for food. Overlapping space needed for presentation/projection; they also try to do outdoor functions during the summer and could use a covered space for outdoor activities and art class that would also overlap with community cares camps; could use display space; could use integrated space with other users that could allow for small stage/performance space to accommodate musical arts in same building.	1,116	-458	Doubled up on existing footprint to assume. 18x31 studio x 2

4.02	Office	145	not ada compliant, shared with community cares	100	45	Assume that space can be reduced
4.03	Corridor/Storage	442	Corridor with sidewall storage, not realistic s.f. need	60	382	20 linear feet of storage with footprint in front
4.04	Storage	186	Basement storage, not efficiently used, can be reduced and optimized	100	86	Reduced footprint into maximized storage efficiency
4.05	Community Space	250	Not ada compliant. Need dedicated food area and hangout area	250	0	Assumed minimum size for its needs. THIS IS A POSSIBLE OVERLAPPING USE
4.06	Mop Sink	37	Adequate, just not ADA compliant	37	0	Existing program to remain
4.07	W.C.	53	Adequate, just not ADA compliant	65	-12	Existing program to remain
5. MMCTV		1,050		1,030	20	
5.01	Studio	719	Main group space with room to hang-out and studio filming space which could use a dedicated sound isolated space. Too much light when filming, bad acoustic separation between spaces, floor makes noise. Need better hangout space for kids. On-air light would be fun	320	399	Quantified number is going to break out use groups for attempting to consolidate potential overlapping space. This is assuming 16x20 dedicated studio filming space. See below for break out space
5.n1	Community Space	0	Existing space is programmed and included in the studio s.f. above	250	-250	Community hangout space with room to eat, relax, etc. Opportunity of overlapping use
5.02	Office	171	office for multiple workstations, ideal 3 desk areas with computers	300	-129	Increase square footage desired
5.03	Server Room	65	Adequate, just needs better mechanical ventilation	65	0	Adequate
5.04	Office	95	Adequate, just needs full sound isolation	95	0	Adequate
6. Historical Society		218		340	-122	
6.01	Archive/Work Room	130	PUBLIC COMES IN TO DO RESEARCH SO NEED A CONFERENCE TABLE FOR SPREADING OUT. THEY CURRENTLY HAVE TWO SEPARATE SPACES. THE WORK SPACE/ARCHIVE ROOM, AND A SEPARATE OFFICE; HISTORICAL SOCIETY RELIES ON UPSTAIR CONFERENCE RM #61 FOR MEETINGS AND WORKSPACE FOR MEETINGS AND WORK SPACE APPROXIMATELY 1-2X PER MONTH	340	-210	Increased footprint expanded into one dedicated work space. 17*20 dimensions used based on input of commentary on existing floor plan what space they could use
6.02	Office	88	Private office not needed, preferably one larger open work space	0	88	Space removed from program, and incorporated into one larger contiguous square footage
7. Senior Center		138		138	0	
7.01	Office	138	Adequate space, no additional needs	138	0	
8. Our Community Cares Camp		694		694	0	
8.01	Storage	694	Adequate space, but basement not ideal for storage	694	0	
9. Rec Dept. Storage		395		395	0	
9.01	Storage	395	Adequate space, but basement not ideal for storage	395	0	
10. Multi-Use and Public Conference Space		2,068		1,200	868	
10.01	Selectboard Meeting Room	689	Adequate space, indication that it may be nice to have two remote public meeting rooms. Second one could be slightly smaller	800	-111	25x20 (existing meeting room, s.f. reduced based on used footprint due to existing layout inefficiency) and 15x20 for the second space that currently doesn't exist
10.02	Conference Room	168	Underutilized Space, no apparent use	0	168	This space has been removed from the program. It has no apparent use
10.03	Conference Room	185	Underutilized Space, no apparent use	0	185	This space has been removed from the program. It has no apparent use
10.04	Conference Room	172	Underutilized Space, no apparent use	0	172	This space has been removed from the program. It has no apparent use
10.05	Conference Room	140	Underutilized Space, no apparent use	0	140	This space has been removed from the program. It has no apparent use
10.06	Conference Room	348	Underutilized space, no apparent use	0	348	This space has been removed from the program. It has no apparent use
10.07	Public Sitting Area	142	Underutilized space; no apparent use.	0	142	This space has been removed from the program. It has no apparent use
10.08	Kitchenette	224	Underutilized space; sounds like it's mostly used by MMCTV, and barely by historical society.	0	224	This space has been removed from the program. It is underutilized s.f. and other spaces have common/hang-out space with could probably account for this use
10.n1	Multiuse conference space	0	Not currently programmed	400	-400	20x20 conference, break-out space. Unclear on what is really needed here. There were just multiple indications that different breakout spaces of different sizes could be used
Subtotal of programmed Space		15,373		16,564	-1,191	