



POLICE FACILITIES STUDY

New Bedford, MA

JON MITCHELL, MAYOR



JASON THODY, CHIEF OF POLICE

DRAFT March 30, 2026



Caolo & Bieniek Associates, Inc.
Architecture Planning Interior Design

P3 PROJECT
PLANNING
PROFESSIONALS



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New Bedford, Massachusetts Police Facilities Study

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End of Study



Part 1 – Study Overview

1.1 – Overview

The City of New Bedford, Massachusetts engaged Caolo & Bieniek Associates, Inc. (CBA) to study the potential for the new construction of a facility that would house the City’s Police Headquarters, Internal Affairs, and Dispatch services in June of 2026. One of the study goals was to analyze the present Police Department operations, staffing, equipment, and review how the Police Department presently utilizes the present spaces. Another goal of the study was to analyze the usage of each building presently occupied by the Police Department to determine options for continued use by the Department. The main goal of the study was to develop a complete “Building Program” or space use summary for the entire New Bedford Police Department as the main tool to plan for a new Police Department facility.

New Bedford currently operates one Police Headquarters, two substations, a Port Security office location, and an Internal Affairs office all at separate locations. The locations are as follows:

Police Headquarters
871 Rockdale Avenue

Internal Affairs
Purchase Street

Uniform Patrol Station #2
(South Substation #2)
912 Brock Ave (Purchase Street)

Port Security
(Port Authority Building)
123 Macarthur Drive

Uniform Patrol Station #3
(North Substation #3)
781 Ashley Blvd.

The City’s South Station is occupied by both the Police and Fire Departments and was officially opened in 2021 following construction that began in 2018. This Police Department facility serves Patrol and Reports for the PD. The New Bedford Police and Fire Departments share a main public entrance, meeting space and fitness facilities in this Public Safety Complex. The City’s North Police Station is an aging facility that mainly serves as a central location for patrol officers. The Police Department space within the Port Security building is very limited but is supported with use of a shared meeting space, a kitchen and general building facilities. At the time of the study, the Port Security Division also utilized a large garage warehouse along the coast; however, due to the impending loss of garage space, vehicle and boat storage will need to be accommodated in a new facility. The Internal Affairs office, currently located within a former university building, will also need relocation due to the unmet functional requirements and unsafe building conditions. This building was presently only occupied by the Internal Affairs Department at the time of the study and was soon to be permanently closed.

New Bedford’s current Police Headquarters facility is located at a former supermarket on Rockdale Avenue. Initially intended as a short-term solution, the facility has remained in use for more than 20 years despite not being in a facility that supports operational, spacial, and security requirements of a contemporary police department. While the department has continued to function within these constraints, many areas are extremely cramped or inefficient due to outdated space planning. The building lacks the flexibility to accommodate evolving programmatic needs such as holding facilities, increased evidence storage, and space for updated services and technology.

In addition to these growing operational demands, projected increase in staffing and police presence in key areas of the City further strain the department’s capacity. As a result, the current Headquarters and North



Station, along with the spaces at Port Security and Internal Affairs, no longer adequately support the space requirements of each division within New Bedford's Policing and furthermore limit efficient, safe, and secure operations.

1.2 – Scope of Work

The scopes of services for this report are to:

- Determine current and future staffing levels for the New Bedford Police Divisions.
- Determine square footage requirements for current and future operations.
- Development of a Building Program to accommodate the present & future Police Department needs.

To better understand how these identified space requirements could be accommodated, the CBA team developed preliminary site feasibility concepts for the following options:

- a. Demolition of the 360 Coggeshall Street "PAACA" building and construction of a new Police Headquarters on the site.
- b. Construction of a new Police headquarters on the vacant parcel located at the corner of Church Street, Collette Street, and Coffin Ave.

1.3 – Study Participants

New Bedford Study Steering Committee:

- Jon Mitchell – Mayor
- Jennifer Viera – Facilities Management
- Jason Thody – Chief of Police
- Derek Belong – Assistant Deputy Chief
- Scott Carola – Assistant Deputy Chief
- Justin Kagan – Detective Captain

Owners Project Manager:

P - Three, Inc - Project Planning Professionals
Project Managers
150 Longwater Drive Suite 203, Norwell, MA 02061
781-871-3136
Dan Pallotta

Design Consultants:

Caolo & Bieniek Associates, Inc.
Architects
521 East Street, Chicopee, Ma 01020
413-262-4022
Jim Hanifan, A.I.A.



1.4 – Study Limitations

Disclaimer – Limit of liability: This study is intended to provide an overview of the issues, opportunities and alternatives that are available to the City of New Bedford, Massachusetts for the construction of a new Police Headquarters. We have engaged the services of several specialist consultants to provide professional opinions on various aspects of the study. These opinions and those of Caolo & Bieniek Associates, Inc. are based on the anticipated scope of work and level of detail for a study of this type. Our findings are not intended to be exhaustive and all-inclusive, but rather to present in general terms the issues and alternatives available to the City of New Bedford, to facilitate decisions on accommodation strategies for its Police services. Detailed design and construction requirements will be requiring further development as the project moves forward.

1.5 – Study Philosophy

The specific goal of this study is to provide the New Bedford Police Department with a comprehensive assessment of its current and future operational requirements, establishing a clear foundation for informed decision-making regarding staffing projections and facility space needs. Through detailed data collection, departmental interviews, and analysis of existing conditions, this study establishes a program baseline aligned with anticipated growth and demand. The resulting framework is intended to guide future planning efforts by identifying both immediate deficiency and long-term facility and community needs, ensuring that any subsequent design or site decisions are grounded in data.

As part of this study, new programs were identified to address current and future needs of each Police Division. In many cases these requirements did not exist within the current buildings. The new programs come from organizational descriptions of the department's current staff, policies and procedures, as well as the need for confidentiality, security, and safety of the building users and general public. Each program has also been developed from the extensive history of fire and police facility design by Caolo & Bieniek Associates, Inc.

Once the Police Department's needs and subsequent building program were established, the existing facilities were evaluated to determine if those needs could be accommodated within the existing Headquarters or North Station through renovations, modifications and additions. Due to significant space and site constraints, it was determined that new construction of a Police Headquarters at one of the two studied locations is necessary. Under this approach, the North station may be considered to remain in service as a potential substation; however, all critical spatial and programmatic requirements would be addressed and accounted for at the proposed new facility.

With the new Headquarters Program assembled, preliminary conceptual building footprints were developed to test fit layout options on the 360 Coggeshall Street site and the Church Street vacant parcel. While detailed site feasibility analysis was not included within the original scope of this phase, exploratory concepts were prepared to illustrate how the programming could be accommodated and to identify potential operational and site-related considerations earlier in the planning process. Each layout was reviewed to assess operational efficiency within the proposed facility, in addition to accommodating Police Department site requirements such as Sallyport access, garage space, on-site trailer and impound storage, and adequate parking and circulation of visitors, staffing, and patrol.

This study is intended to be used as a foundational planning document for any current or future facility efforts. The report establishes the programmatic framework and spatial relationships necessary for an effective police facility and does not constitute a "final design".



Part 2 – Study Findings

2.1 – Executive Summary

Using the information gathered during this study phase, including staffing projections, review of departmental workflows, and the evaluation of existing and required facility conditions, it's been determined that the current Headquarters and North Station lack the capacity and functional alignment necessary to support present and future police operations. The evaluations were formed by the detailed assessment of departmental organizational charts, service call data, comparative analysis of peer municipalities, equipment inventory, and storage demands, which further ensures that the recommended space program is directly supported by documented operational statistics. To enhance the understanding of the square footage requirements needed for an optimal Police Headquarters in this city, as well as give an accurate idea how program adjacencies coincide with site and infrastructure demands, CBA produced conceptual building and site layouts on the 360 Coggeshall Street site and the Church Street vacant parcel. The conceptual building layouts reflect the characteristics, size, orientation and limitations of the sites and are not meant to be a final design for the new facility.

2.2 – New Bedford Police Program Summary

As mentioned above, building space programs were developed and analyzed as a Study objective. The intent of each building program is to meet the anticipated needs of each department within a new facility for the next decades of service. Refer to the spreadsheet within this report that shows each division's existing and proposed programming and their respective square footages. The total square footage is the target square footage for a new facility and will depend greatly on the final budget, site characteristics and final approval of the program by the Town Officials. Below is a comparison of recommended building square footage for each separate building compared to their current facilities:

| <i>Department</i> | <i>Current Facility</i> | <i>New Facility</i> |
|--------------------------|--------------------------------|---------------------------------------|
| Police Department HQ: | 43,573 sq. ft. | 83,408 sq. ft. |
| PD North Station | est. 5,500 sq. ft. | (Part of the new HQ facility) |
| PD South Station | est. 8,029 sq. ft. | N/A sq. ft. |
| Port Security | est. 1,343 sq. ft. | (Garage space in the new HQ facility) |
| Internal Affairs | est. 1,227 sq. ft. | (Part of the new HQ facility) |

Please note that these square foot numbers are approximate and will depend greatly on the final design, site and budget, and however the design team developed conceptual floorplans on the specific site to verify each Department's needs would be met by the program.

2.3 – Recommendations

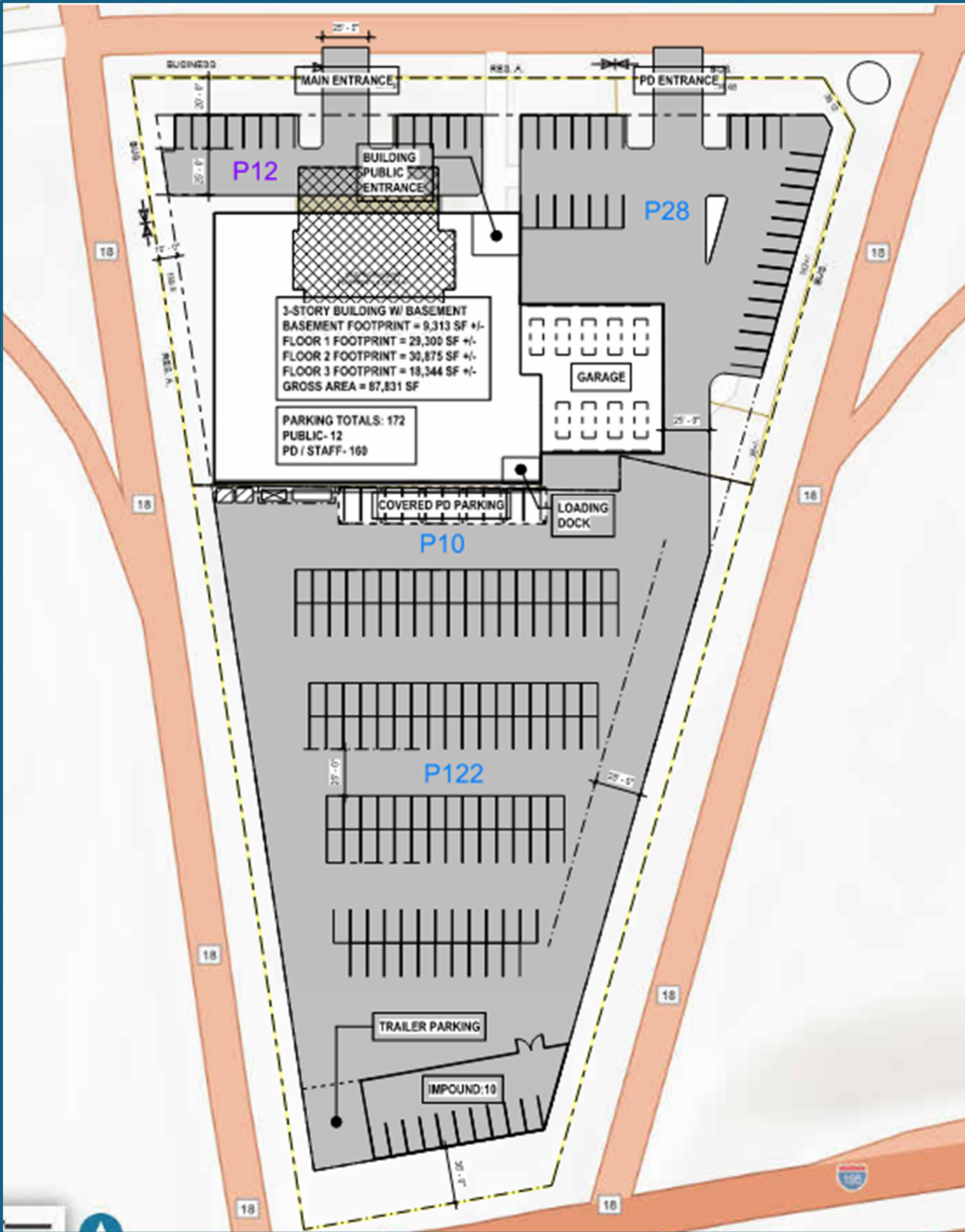
Based on development of the space needs for the New Bedford Police Department Building Program and review of all the existing Police Department buildings presently utilized by the Police Department, it is the CBA Team's recommendation to construct a new Police Headquarters facility while maintaining the South Substation and the space occupied in the Port Security Building. The present Police Headquarters, North Substation, Internal Affairs facility and garage space associated with the Port Security Division would be replaced and housed in a newly constructed Police Headquarters facility. It is also the CBA Team's recommendation to construct the new facility as a three-story building with a basement level on the 360 Coggeshall Street site (present PAACA building). The use of the Coggeshall Street site is dependent on an agreement with the State for use of State-owned property located between Route 18. This option is recommended as the most cost-effective solution due to the continued



use of suitable Police Department space within existing buildings, construction of less expensive basement space and ability to construct a compact stacked multi-story facility on buildable site. The Coggeshall Street site is preferred due to its central location within City of New Bedford, adjacencies to the downtown development, ample utilities to serve a building of this size and existing infrastructure for police traffic patterns and residence access to the new Police Headquarters. Key details of this recommended option include the following:

- Building size of approximately 87,800 sq. ft. including a basement and 3 stories (* increase square footage due to multiple floors in the facility)
- Use of 1.74 acres of the City owned property plus 2 acres of State-owned property. This would require an agreement with the State for use of the land for parking only.
- Approximately 172 parking spaces, including 12 public and 160 staff/PD parking.
- Opportunity for a covered or canopy PD parking to reduce constructing additional garage space.
- Separate Public and Police Department driveways with emergency exit driveways.
- Sufficient and separate space for trailer parking and an Impound yard.

The following site plan represents a conceptual 3 story building with a basement that meets the Police Department Building square footage target of 87,800 square feet. Please refer to the Site Development section of the study for additional information. Following the conceptual site plan, is a Building Program listing the programmatic spaces that would be located on each floor.



Space Summary: Three Story & Basement Building Option

Date: March 30, 2026

| Basement | | |
|-------------------------|--------------|--|
| Program Space | Proposed | Comments |
| Archive (Records) | 1,000 | |
| Service | | |
| Electrical | 250 | |
| Mechanical | 750 | |
| Specialty | | |
| Firearms Range | 3,000 | (5) lanes, existing at Dartmouth likely to |
| Firearms Range Storage | 750 | Range Armory, Cleaning/Storing, and |
| Sub Total | | |
| | 5,750 | |
| Staff Toilet Room | 300 | |
| Stair Towers | 1200 | |
| Elevator | 100 | |
| Janitor | 100 | |
| Sub Total | | |
| | 7,450 | |
| Grossing Factor | 1,863 | |
| Total Floor Area | 9,313 | |

| Ground Floor | | |
|--|---------------|---|
| Program Space | Proposed | Comments |
| Uniform Patrol- under ADC Department Operations and Patrol | | |
| Booking & Processing | 1,300 | Includes property |
| Women's Cells | 700 | (10) cells of 70 sqft ea. |
| Men's Cells | 1,050 | (15) cells of 70 sqft ea. |
| Juvenile/Accessible Cell | 210 | (3) cells of 70 sqft ea. |
| Sallyport | 2,000 | (2) bays, (4) vehicles |
| Garage* | 1,000 | (1) bay, (2) evidence vehicles |
| Garage Storage* | 1,000 | (1) bay, (1) command center |
| Garage Storage | 500 | patrol bicycles and vehicle maintenance |
| Garage (port) | 1,000 | (1) bay for boats and K-9 |
| | 1,000 | training, care, and |
| Investigative Division- under ADC Department Operations and Invest. Captain | | |
| Detective Captain | 180 | |
| Major Crime Lieutenant | 140 | |
| Major Crime Sergeant | 280 | |
| Major Crime Detective Of | 1,400 | |
| O.C.I.B. (Narcs./Gangs) Lieutenant | 140 | |
| O.C.I.B. Sergeant | 420 | |
| O.C.I.B. Detective | 1,400 | |
| Crime Scene Lab | 500 | |
| Evidence Storage 2 | 1,800 | consolidating into one |
| State Task Force Agents | 400 | |
| Federal Task Force Agents | ^ | |
| ATF Taskforce Detective | 140 | |
| DEA Taskforce Detective | 140 | |
| Interview | 100 | |
| Interview | 100 | |
| Admin Services- under Deputy Chief of Staff and Admin | | |
| C.R.B. Officer | 560 | |
| C.R.B. Assistant II | ^ | |
| C.R.B. Assistant III | ^ | |
| Records | 1,500 | |
| Crime Analyst | 140 | |
| Admin Services- under Deputy Chief of Staff and Admin | | |
| C.R.B. Officer | 560 | |
| C.R.B. Assistant II | ^ | |
| C.R.B. Assistant III | ^ | |
| Records | 1,500 | |
| Crime Analyst | 140 | |
| Collateral- under ADC Department Operations and Patrol Captain | | |
| SWAT Weapon | 200 | |
| Public- Access Areas | | |
| Public Lobby | 600 | existing total is made |
| Public Toilets | 160 | (1) male, (1) female |
| Service | | |
| Loading Dock/ Platform | 280 | |
| Sub Total | | |
| | 20,340 | |
| Staff Toilet Room | 500 | |
| Stair Towers | 2400 | |
| Elevator | 100 | |
| Janitor | 100 | |
| Sub Total | | |
| | 23,440 | |
| Grossing Factor | 5,860 | |
| Total Floor Area | 29,300 | |

| Floor 2 | | |
|--|---------------|---|
| Program Space | Proposed | Comments |
| Uniform Patrol- under ADC Department Operations and Patrol | | |
| Patrol Captain | 180 | |
| Lieutenants * | 420 | |
| Sergeants * | 1,120 | (4) shared offices of 280 sqft ea. |
| Officers * | 100 | |
| Traffic Division Sergeant | 140 | |
| Traffic Division Officer: | 500 | |
| Roll Call* | 700 | |
| Reports** | 550 | adding one in new complex |
| Outreach Civilian | 460 | adding meeting space |
| Outreach Civilian P/T | ^ | |
| School Resource Office | 600 | (6) open workstations, (2) private offices, small |
| Community Police * | 140 | |
| Future Growth | 1,500 | patrol offices, report stations, and traffic |
| Investigative Division- under ADC Department Operations and Invest. Captain | | |
| Family Services Sergea | 140 | within family services suite |
| Family Services Detecti | 800 | |
| Family Services Civilian | ^ | |
| Family Services | ^ | |
| Civilian P/T | ^ | |
| Management Analyst | 240 | |
| D.V. Interview | 100 | |
| Interview/Triage** | 100 | |
| D.V. Break Room | 100 | |
| Domestic Violence | 300 | added sq.ft. from |
| Juvenile Crime | 420 | |
| Juvenile Crime Sergeant | 140 | |
| Future Growth | 1,500 | offices and general |
| Admin Services- under Deputy Chief of Staff and Admin Captain | | |
| Captain of Administrat | 180 | |
| Print Shop Cadet | 150 | |
| MIS Officer | 280 | |
| MIS Civilian | ^ | |
| H.R. Civilian | 170 | including sm. Conf. |
| Admin Services- under Deputy Chief of Staff and Admin Captain | | |
| Captain of Administrat | 180 | |
| Print Shop Cadet | 150 | |
| MIS Officer | 280 | |
| MIS Civilian | ^ | |
| H.R. Civilian | 170 | including sm. Conf. |
| Fiscal Budget- under Deputy Chief of Staff and Admin Captain | | |
| Management Analyst | 140 | |
| Financial Assistants | 420 | |
| under ADC Operations Support | | |
| Training Division | 280 | |
| Classroom | 1,000 | 65 person capacity, tables and chairs |
| Old Classroom (trainin | 800 | |
| Firearms Division Sgt. | 280 | |
| Firearms Division Det. | ^ | |
| Armory/Evidence Stor. | 400 | just an armory |
| General Staff Amenities | | |
| Women's Lockers | 1,130 | Includes HQ & North |
| Men's Lockers | 3800 | Includes HQ & North |
| Women's Bathroom | 230 | |
| Men's Bathroom | 230 | |
| Unisex Toilet Room | 80 | extra if needed for specific department |
| Break Room | 740 | adding tables and chairs, |
| Family Room | 140 | |
| Men's Restroom | 500 | dependent on code, 250 |
| Women's Restroom | 500 | dependent on code, 250 |
| Sub Total | | |
| | 21,600 | |
| Staff Toilet Room | 500 | |
| Stair Towers | 2400 | |
| Elevator | 100 | |
| Janitor | 100 | |
| Sub Total | | |
| | 24,700 | |
| Grossing Factor | 6,175 | |
| Total Floor Area | 30,875 | |

| Floor 3 | | |
|--|---------------|---|
| Program Space | Proposed Area | Comments |
| Police Senior Administration | | |
| Chief of Police | 220 | |
| Chief's toilet/showe | 100 | |
| Conference | 230 | 8 person table |
| Administrative Asst. | 380 | |
| Executive Officer | 160 | |
| Dep. Chief of Staff | 180 | |
| Dep. Chief of Op. Support | 180 | |
| Asst. Deputy Chief | 360 | ADC of Department of Operations and ADC of |
| Public Information | 150 | |
| Lockers/Toilet | 350 | dedicated male and |
| Admin Services- under Deputy Chief of Staff and Admin Captain | | |
| Strategic Planning | 140 | |
| Accreditation | 140 | |
| Future Growth | 500 | |
| under ADC Operations Support | | |
| Support Captain | 180 | |
| Background Invest. Licensing | 420 | (3) private offices with including storage and room for growth of staff |
| Court Liaison Sgt. | 140 | |
| Detail Officer | 280 | |
| Specialty | | |
| Drone Landing & St | 800 | |
| Computer/Servers | 500 | |
| Multi-Office Space* | 325 | |
| Media Room | 650 | |
| Real Time Crime Ce | 1,000 | |
| Communications Sr | 420 | |
| Computer/Servers | 500 | |
| Multi-Office Space* | 325 | |
| Media Room | 650 | |
| Real Time Crime Ce | 1,000 | |
| Communications Sr | 420 | |
| Communications | 1,300 | |
| Dispatchers | ^ | |
| Communications Ca | ^ | |
| Professional Standards (Internal Affairs) | | |
| PSU Captain | 180 | |
| Lieutenant | 140 | |
| Sergeants (Office 1) | 420 | (3) private offices 140 sqft ea. |
| Lobby | 100 | |
| File Storage | 85 | |
| Breakroom | 300 | |
| Copy Room | 100 | |
| Data/IT | 35 | |
| Interview | 150 | including additional |
| Toilet Rooms | 160 | has existing (unsure of |
| Future Growth | 500 | offices and interview |
| Sub Total | | |
| | 11,575 | |
| Staff Toilet Room | 500 | |
| Stair Towers | 2400 | |
| Elevator | 100 | |
| Janitor | 100 | |
| Sub Total | | |
| | 14,675 | |
| Grossing Factor | 3,669 | |
| Total Floor Area | 18,344 | |

Total Building Square Footage: 87,831

Part 3 – Proposed Police Headquarters

3.1 – New Bedford’s Police Programming

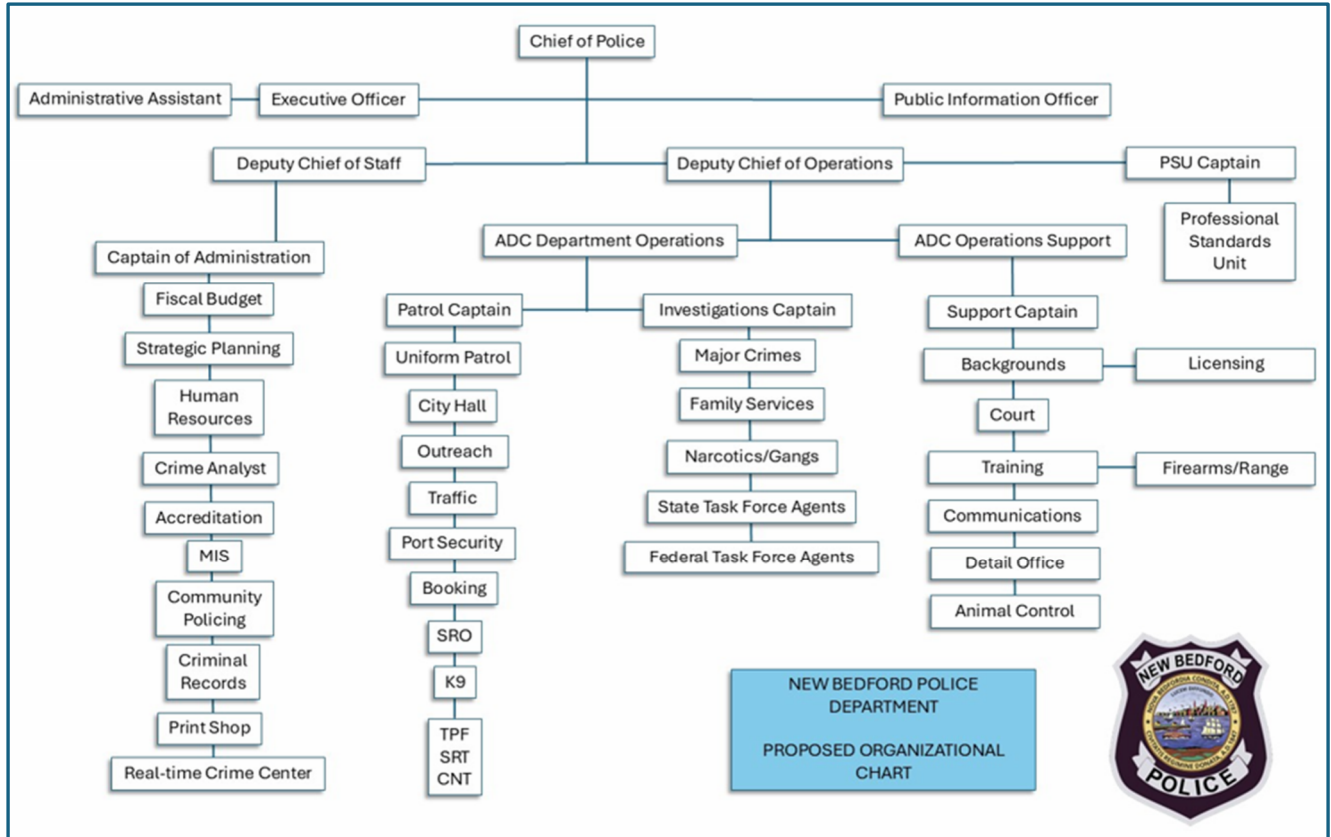
The space needs requirements for the new Police Headquarters of New Bedford were developed in collaboration with the Office of the Mayor, the Police Department, the Department of Facilities Management and the Owner’s Project Management Company. Using the information gathered from all parties, the CBA team used our experience designing police station facilities throughout the State of Massachusetts prepared the Building Program for all of the Police Department needs. The Department’s “Building Program” was reviewed and modified as the study continued until all parties agreed the Building Program meets the present PD needs and provides suitable growth for the next decades. The spreadsheet within this section of the report compares current staffing and program requirements with recommended staffing and program space. The space needs included for the entire New Bedford Police Department were then reviewed to determine where they were best suited to be housed within the City. With the analysis of the present Police Department facilities, PD Divisions were assigned to the buildings that met their current and future needs. Maintaining the current uses within the South Substation and Port Security building were determined to be the most beneficial to the Department and cost effective to the project. The remaining spaces are included in spreadsheet under the “Proposed Area” column and represent the Building Program of the new Police Headquarters. A circulation factor is applied to the program square footage to account for common and circulation space such as corridors, building structure and space to house building systems. The total square footage is the target square footage for a new facility and will depend greatly on the final budget, site characteristics and final approval of the program by the City Officials.

To evaluate the City’s and Police Department’s possible growth, the CBA team met with the City of New Bedford’s Planning and Housing & Community Development agencies as well as reviewing the 2020 City Master Plan. Meetings with Joshua Amaral of the Housing & Community Development Department and Jennifer Carloni of the Planning Department were conducted for their input on the projected growth of the City. Growth in population, types of growth, such as residential and commercial developments were discussed. It was concluded that minimal residential growth was expected with the “fill-in” of properties presently not occupied within the City. Renovated and redeveloped residents within established neighborhoods as expected but are not typically an impact on Police calls for service. Commercial growth was noted in the airport district and redevelopment along the coast were discussed. These types of commercial & professional growth historically do not impact police service. The recent installation of two MBTA public transportation stops were discussed, and Police Department confirmed a small increase in calls-for-service in these areas has been seen. Although MBTA police handle issues within the transportation cars, the New Bedford Police Department is required to respond to issues outside of the cars.

In addition to discussing the required programmatic spaces for the new facility, the Police Department Chief, Captains and City officials toured the new Taunton, MA Public Safety Complex. The Taunton Public Safety Complex was designed by Caolo & Bieniek Associates, Inc., managed by P-Three and houses the City Police Headquarters, Fire Department and Emergency Operation Center. The tour offered a firsthand view of the spaces being planned for New Bedford and beneficial feedback from the Taunton PD on planning & working through a project.

3.2 – Police Space & Facility Requirements

Chief Jason Thody began his role as Chief of Police in July of 2025. The CBA team worked with the Chief to learn and analyze all aspects of the Police Department buildings, facilities, PD divisions and related equipment that would go into a new facility. As part of this process, an updated New Bedford Police Department organization chart was created to document Chief Thody’s plan to organize the entire Police Department. The organization chart included below reflects the changes and ideas at the time of the study. Revisions and updates will likely be needed as the Chief’s vision for the Department develops and new positions are filled.



3.3 – The New Bedford Police Department Divisions

The New Bedford Police Department is organized into 6 divisions:

- Uniform Patrol** – Reports to Assistant Deputy Chief 1- Station 2 and 3 Commanders (1 Captain each), Uniform Patrol Division 2 (4 Lts., 14 Sgts., 81 officers), Uniform Patrol Division 3 (3 Lts., 7 Sgts., 51 officers), Community Police Division 2 and 3 (1 officer each), Animal Control (under Station 2, 1 Director, 2 officers), City Hall (under Station 2, 1 officer), Traffic (under Station 2, 1 Sgt., 4 officers), and Port Security (separate location, 1 Sgt., 2 officers)
- Investigative Division** – Reports to Assistant Deputy Chief 2- Commander (1 Captain), Major Crimes (1 Lt., 2 Sgts., 16 detectives), Firearms Division (1 Sgt., 1 detective), Court Liaison (1 Sgt., 1 detective), Family Services Unit (1 Sgt., 5 detectives, 2 civilians, 1 civilian-p/t), Management Analyst (2 civilians), Organized Criminal Investigation Bureau (1 Lt., 3 Sgts., 19 detectives), DEA (under OCIB, 1 detective), ATF Task force (under OCIB, 1 detective)
- Administrative Services Division**- Reports to Assistant Deputy Chief 2- Commander (1 Captain), Print Shop (1 cadet), MIS (1 officer, 1 civilian), Criminal Records Bureau (1 officer, 2 assistants I, 1 assistants III), Detail Officer (1 officer), Training Division (2 Sgts.), Human Resource Generalist (under TD, 1 civilian), Communications (under TD, 3 Sgts., 32 Dispatchers, 3 Cadets), Post Overdose, LEAD, & Mental Health Outreach Team (under TD, 3 civilians, 1 civilian-p/t), Background Investigators (under TD, 3 officers), School Resources Officers (under TD, 8 officers)



- Collateral Assignments- Reports to Assistant Deputy Chief 2- Tactical Patrol Force, Special Reaction, Crisis Negotiations Team
- Professional Standards Division- Reports to Deputy Chief of Police- 1 Lt., 3 Sgts.
- Finance Division- Reports to Chief of Police- Executive Finance Operations Specialist (1 civilian), Management Analyst (1 civilian), Office Assistant III (1 civilian), Financial Assistant II (3 civilians)

The Chief of Police has an Administrative Assistant (1 Lt.) and Administrative Manager (1 civilian).

The New Bedford Police Department currently has a total of 272 staff, excluding maintenance staff. Project growth of 50 sworn officers is incorporated in the study findings. The majority of growth is anticipated in the Patrol and Traffic sections of the Department.

On the following pages we have outlined functions, current conditions, and recommended space provisions for each unit in the Department. For planning purposes, we used the Chief's organizational chart divisions plus general police building requirements and divided the Police Department into the following functional units with the overall square footage from the Building Program:

100 – Senior Administration

Police Department Headquarters square footage requirement: 2,310 sq. ft.

200 – Uniform Patrol

Police Department Headquarters square footage requirement: 16,170 sq. ft.

300 – Investigative Division

201 – Apparatus Bays Police Department Headquarters square footage requirement: 10,880 sq. ft.

400 – Admin Services

Police Department Headquarters square footage requirement: 7,335 sq. ft.

500 – Fiscal Budget

Police Department Headquarters square footage requirement: 560 sq. ft.

600 – ADC Operations

Police Department Headquarters square footage requirement: 6,090 sq. ft.

700 – Collateral

Police Department Headquarters square footage requirement: 210 sq. ft.

800 – Professional Standards (Internal Affairs)

Police Department Headquarters square footage requirement: 2,170sq. ft.

900 – Public Access

Police Department Headquarters square footage requirement: 3,460 sq. ft.

1100– General Staff Amenities

Police Department Headquarters square footage requirement: 8,150 sq. ft.

1200– Service

Police Department Headquarters square footage requirement: 1,785sq. ft.

1300 Specialty

Police Department Headquarters square footage requirement: 4,550 sq. ft.



3.4 – Police Programming Spreadsheet

The following spreadsheet includes the Building Program that meets the current and future needs of the Police Department. Under the "Existing Area" column, ALL the existing PD spaces within all the current buildings are listed. Under the "Total NBPD Needs" column, all the of the requested and future growth spaces need to operate the New Bedford Police Department are listed. Spaces with that are presently housed in the South Station and Port Security Building are listed in the "South Station" and "Port Security" columns. All remaining spaces needs are included in the "Proposed Area" column which represent the conceptual square footage size of the new headquarters.

| Staff & Space Summary: TOTAL NBPD | | | | | | | | | | |
|---|------------|--------|------------------|------------|---------------|------------------|---------------|---------------|---------------|---|
| Date: November 18, 2025 | | | | | | | | | | |
| New Bedford Police Department | | | | | | | | | | |
| * = North Station | | | | | | | | | | |
| ** = South Station | | | | | | | | | | |
| Program Space | Current | Future | Proposed Space | Floor | Existing Area | Total NBPD Needs | South Station | Port Security | Proposed Area | Comments |
| Police Senior Administration | | | | | | | | | | |
| Chief of Police | 1 | | Office | 3 | 232 | 220 | | | 220 | |
| Chief's toilet/shower | | | | 3 | | 100 | | | 100 | |
| Conference | | | Conference | 3 | 227 | 230 | | | 230 | 8 person table |
| Administrative Assistant | 1 | | Office/Reception | 3 | 379 | 380 | | | 380 | |
| Executive Officer | 1 | | Office | 3 | ^ | 160 | | | 160 | old position accounted for in existing area |
| Deputy Chief of Staff | 1 | | Office | 3 | 165 | 180 | | | 180 | |
| Deputy Chief of Operations Support | 1 | | Office | 3 | | 180 | | | 180 | |
| Assistant Deputy Chief | 2 | | Office | 3 | 160 | 360 | | | 360 | ADC of Department of Operations and ADC of Operations Support- 180 sqft ea. |
| Public Information Officer | 1 | | Office | 3 | 159 | 150 | | | 150 | |
| Lockers/Toilet Rooms | | | Locker/Bathroom | 3 | | 350 | | | 350 | dedicated male and female |
| Totals: | 8 | | | | 863 | 2,310 | - | - | 2,310 | |
| Uniform Patrol- under ADC | | | | | | | | | | |
| Department Operations and Patrol | | | | | | | | | | |
| Captain | | | | | | | | | | |
| Station Commander** | 1 | | Office | | 145 | 145 | 145 | | | |
| Station Commander* | 1 | | Office | | 105 | 105 | | | | |
| Patrol Captain | 1 | | Office | 2 | | 180 | | | 180 | |
| Lieutenants** | 4 | | Office | | 169 | 169 | 169 | | | |
| Lieutenants * | 3 | | Shared Office | 2 | 121 | 420 | | | 420 | |
| Sergeants ** | 14 | | Shared Office | | 179 | 179 | 179 | | | |
| Sergeants * | 7 | | Shared Office | 2 | 108 | 1,120 | | | 1,120 | (4) shared offices of 280 sqft ea. |
| Officers ** | 81 | | Equip. Storage | | | | | | | |
| Officers * | 51 | | Equip. Storage | 2 | | 100 | | | 100 | |
| City Hall Detail Officer ** | 1 | | Office | | | | | | | |
| Traffic Division Sergeant | 1 | | Office | 2 | | 140 | | | 140 | |
| Traffic Division Officers | 4 | | Open Office | 2 | 393 | 500 | | | 500 | |
| Booking & Processing | | | Booking | 1 (ground) | 848 | 1,300 | | | 1,300 | Includes property storage |
| Women's Cells | | | Holding | 1 (ground) | | 700 | | | 700 | (10) cells of 70 sqft ea. |
| Men's Cells | | | Holding | 1 (ground) | | 1,050 | | | 1,050 | (15) cells of 70 sqft ea. |
| Juvenile/Accessible Cell | | | Holding | 1 (ground) | | 210 | | | 210 | (3) cells of 70 sqft ea. |
| Juvenile Booking ** | | | Open Office | 1 (ground) | 88 | 88 | 88 | | | |
| Sallyport | | | Garage | 1 (ground) | 1,842 | 2,000 | | | 2,000 | (2) bays, (4) vehicles |
| Garage* | | | Garage | 1 (ground) | 528 | 1,000 | | | 1,000 | (1) bay, (2) evidence vehicles |
| Garage Storage* | | | Garage | 1 (ground) | 264 | 1,000 | | | 1,000 | (1) bay, (1) command center |
| Garage Storage | | | Garage | 1 (ground) | | 500 | | | 500 | patrol bicycles and vehicle maintenance equipment |
| Garage (port) | | | Garage | 1 (ground) | | 1,000 | | | 1,000 | (1) bay for boats and storage |
| Roll Call* | | | Conference | 2 | 418 | 700 | | | 700 | |
| Roll Call** | | | Conference | | 288 | 288 | 288 | | | |
| Old Holding/Storage* | | | Storage | | 252 | 252 | | | | |
| Reports** | | | Open Office | 2 | 484 | 550 | 484 | | 550 | adding one in new complex |
| Extra Office** | | | Office | | 90 | 90 | 90 | | | |
| Outreach Civilian | 3 | | Shared Office | 2 | 138 | 460 | | | 460 | adding meeting space between the offices |
| Outreach Civilian P/T | 1 | | Shared Office | 2 | | ^ | | | ^ | |
| School Resource Officer | 8 | | Open Office | 2 | | 600 | | | 600 | (6) open workstations, (2) private offices, small meeting space |
| Community Police ** | 1 | | Office | | | 140 | | | 140 | |
| Community Police * | 1 | | Office | 2 | | 140 | | | 140 | |
| K-9 | | | Kennel/Training | 1 (ground) | | 1,000 | | | 1,000 | dedicated for training, care, and holding of K-9 unit, (3) dogs, need outdoor space |
| Future Growth | | | | 2 | | 1,500 | | | 1,500 | patrol offices, report stations, and traffic offices |
| Totals: | 183 | | | | 6,460 | 17,486 | 1,443 | - | 16,170 | |



| Staff & Space Summary: TOTAL NBPD | | | | | | | | | | |
|---|------------|--------|------------------|------------|---------------|------------------|---------------|---------------|---------------|---|
| Date: November 18, 2025 | | | | | | | | | | |
| New Bedford Police Department | | | | | | | | | | |
| * = North Station | | | | | | | | | | |
| ** = South Station | | | | | | | | | | |
| Program Space | Current | Future | Proposed Space | Floor | Existing Area | Total NBPD Needs | South Station | Port Security | Proposed Area | Comments |
| Police Senior Administration | | | | | | | | | | |
| Chief of Police | 1 | | Office | 3 | 232 | 220 | | | 220 | |
| Chief's toilet/shower | | | | 3 | | 100 | | | 100 | |
| Conference | | | Conference | 3 | 227 | 230 | | | 230 | 8 person table |
| Administrative Assistant | 1 | | Office/Reception | 3 | 379 | 380 | | | 380 | |
| Executive Officer | 1 | | Office | 3 | A | 160 | | | 160 | old position accounted for in existing area |
| Deputy Chief of Staff | 1 | | Office | 3 | 165 | 180 | | | 180 | |
| Deputy Chief of Operations Support | 1 | | Office | 3 | | 180 | | | 180 | |
| Assistant Deputy Chief | 2 | | Office | 3 | 160 | 360 | | | 360 | ADC of Department of Operations and ADC of Operations Support- 180 sqft ea. |
| Public Information Officer | 1 | | Office | 3 | 159 | 150 | | | 150 | |
| Lockers/Toilet Rooms | | | Locker/Bathroom | 3 | | 350 | | | 350 | dedicated male and female |
| Totals: | 8 | | | | 863 | 2,310 | - | - | 2,310 | |
| Uniform Patrol- under ADC | | | | | | | | | | |
| Department Operations and Patrol | | | | | | | | | | |
| Captain | | | | | | | | | | |
| Station Commander** | 1 | | Office | | 145 | 145 | 145 | | | |
| Station Commander* | 1 | | Office | | 105 | 105 | | | | |
| Patrol Captain | 1 | | Office | 2 | | 180 | | | 180 | |
| Lieutenants** | 4 | | Office | | 169 | 169 | 169 | | | |
| Lieutenants * | 3 | | Shared Office | 2 | 121 | 420 | | | 420 | |
| Sergeants ** | 14 | | Shared Office | | 179 | 179 | 179 | | | |
| Sergeants * | 7 | | Shared Office | 2 | 108 | 1,120 | | | 1,120 | (4) shared offices of 280 sqft ea. |
| Officers ** | 81 | | Equip. Storage | | | | | | | |
| Officers * | 51 | | Equip. Storage | 2 | | 100 | | | 100 | |
| City Hall Detail Officer ** | 1 | | Office | | | | | | | |
| Traffic Division Sergeant | 1 | | Office | 2 | | 140 | | | 140 | |
| Traffic Division Officers | 4 | | Open Office | 2 | 393 | 500 | | | 500 | |
| Booking & Processing | | | Booking | 1 (ground) | 848 | 1,300 | | | 1,300 | Includes property storage |
| Women's Cells | | | Holding | 1 (ground) | | 700 | | | 700 | (10) cells of 70 sqft ea. |
| Men's Cells | | | Holding | 1 (ground) | | 1,050 | | | 1,050 | (15) cells of 70 sqft ea. |
| Juvenile/Accessible Cell | | | Holding | 1 (ground) | | 210 | | | 210 | (3) cells of 70 sqft ea. |
| Juvenile Booking ** | | | Open Office | 1 (ground) | 88 | 88 | 88 | | | |
| Sallyport | | | Garage | 1 (ground) | 1,842 | 2,000 | | | 2,000 | (2) bays, (4) vehicles |
| Garage* | | | Garage | 1 (ground) | 528 | 1,000 | | | 1,000 | (1) bay, (2) evidence vehicles |
| Garage Storage* | | | Garage | 1 (ground) | 264 | 1,000 | | | 1,000 | (1) bay, (1) command center |
| Garage Storage | | | Garage | 1 (ground) | | 500 | | | 500 | patrol bicycles and vehicle maintenance equipment |
| Garage (port) | | | Garage | 1 (ground) | | 1,000 | | | 1,000 | (1) bay for boats and storage |
| Roll Call* | | | Conference | 2 | 418 | 700 | | | 700 | |
| Roll Call** | | | Conference | | 288 | 288 | 288 | | | |
| Old Holding/Storage* | | | Storage | | 252 | 252 | | | | |
| Reports** | | | Open Office | 2 | 484 | 550 | 484 | | 550 | adding one in new complex |
| Extra Office** | | | Office | | 90 | 90 | 90 | | | |
| Outreach Civilian | 3 | | Shared Office | 2 | 138 | 460 | | | 460 | adding meeting space between the offices |
| Outreach Civilian P/T | 1 | | Shared Office | 2 | | A | | | A | |
| School Resource Officer | 8 | | Open Office | 2 | | 600 | | | 600 | (6) open workstations, (2) private offices, small meeting space |
| Community Police ** | 1 | | Office | | | | | | | |
| Community Police * | 1 | | Office | 2 | | 140 | | | 140 | |
| K-9 | | | Kennel/Training | 1 (ground) | | 1,000 | | | 1,000 | dedicated for training, care, and holding of K-9 unit, (3) dogs, need outdoor space |
| Future Growth | | | | 2 | | 1,500 | | | 1,500 | patrol offices, report stations, and traffic offices |
| Totals: | 183 | | | | 6,460 | 17,486 | 1,443 | - | 16,170 | |



| Port Security- under ADC | | | | | | | | |
|------------------------------------|----|------------------|------------|-------|--------|-----|--------|--|
| Department Operations and Patrol | | | | | | | | |
| Captain | | | | | | | | |
| Port Security Officers | 3 | Office | | 202 | 202 | | 202 | may need private offices in the future |
| Storage (corridor) | | Storage | | 56 | 56 | | 56 | |
| Storage (basement) | | Storage | | 105 | 105 | | 105 | may need more storage in the future |
| Kitchenette | | Kitchenette | | 120 | 120 | | 120 | shared with other dept. |
| Conference | | Conference | | 700 | 700 | | 700 | existing used for trainings, meetings, emergency ops, etc. |
| Toilet Rooms | | Toilet Room | | 160 | 160 | | 160 | accounting for (2) t.r. |
| Totals: | 3 | | | 1,343 | 1,343 | - | 1,343 | keep in mind access to new Garage |
| Investigative Division- under ADC | | | | | | | | |
| Department Operations and Invest. | | | | | | | | |
| Captain | | | | | | | | |
| Detective Captain | 1 | Office | 1 (ground) | | 180 | | 180 | |
| Major Crime Lieutenant | 1 | Office | 1 (ground) | | 140 | | 140 | |
| Major Crime Sergeant | 2 | Shared Office | 1 (ground) | 50 | 280 | | 280 | (1) HQ noted |
| Major Crime Detective Officer | 16 | Open Office | 1 (ground) | 1,311 | 1,400 | | 1,400 | |
| O.C.I.B. (Narcs./Gangs) Lieutenant | 1 | Office | 1 (ground) | 162 | 140 | | 140 | |
| O.C.I.B. Sergeant | 3 | Shared Office | 1 (ground) | 160 | 420 | | 420 | (2) HQ noted |
| O.C.I.B. Detective | 19 | Open Office | 1 (ground) | 1,200 | 1,400 | | 1,400 | |
| Crime Scene Lab | | Lab | 1 (ground) | | 500 | | 500 | |
| ATF Taskforce Detective | 1 | Office | 1 (ground) | | 140 | | 140 | |
| DEA Taskforce Detective | 1 | Office | 1 (ground) | | 140 | | 140 | |
| Family Services Sergeant | 1 | Office | 2 | | 140 | | 140 | within family services suite |
| Family Services Detective | 5 | Open Office | 2 | | 800 | | 800 | |
| Family Services Civilian | 2 | Open Office | | | ^ | | ^ | |
| Family Services Civilian P/T | 1 | Open Office | 2 | | ^ | | ^ | |
| Management Analyst | 2 | Shared Office | 2 | | 240 | | 240 | |
| Drug Evidence Storage | | Evidence Storage | | 116 | - | | - | |
| Evidence Storage 1 | | Evidence Storage | | 109 | - | | - | |
| Evidence Storage 2 | | Evidence Storage | 1 (ground) | 1,158 | 1,800 | | 1,800 | consolidating into one evidence space, including dedicated drug storage room |
| (Evidence?) Storage (garage)** | | Storage | | 355 | 355 | 355 | | |
| Interview | | Interview Room | 2 | 76 | 100 | | 100 | |
| Interview | | Interview Room | 2 | 77 | 100 | | 100 | |
| D.V. Interview | | Interview Room | 2 | 87 | 100 | | 100 | |
| Interview/Triage** | | Interview Room | 2 | 150 | 150 | 150 | | |
| D.V. Break Room | | Break Room | 2 | 100 | 100 | | 100 | |
| Domestic Violence | | Shared Office | 2 | 300 | 300 | | 300 | added sq.ft. from breakroom |
| Juvenile Crime | | Open Office | 2 | 277 | 420 | | 420 | |
| Juvenile Crime Sergeant | 1 | Office | 2 | 86 | 140 | | 140 | |
| State Task Force Agents | | Open Office | 1 (ground) | | 400 | | 400 | |
| Federal Task Force Agents | | Open Office | 1 (ground) | | ^ | | ^ | |
| Future Growth | | | 2 | | 1,500 | | 1,500 | offices and general storage |
| Totals: | 57 | | | 5,774 | 11,385 | 505 | 10,880 | |



| Admin Services- under Deputy Chief of Staff and Admin Captain | | | | | | | | |
|--|-----------|------------------|------------|--------------|--------------|------------|--------------|--|
| Captain of Administration | 1 | Office | 2 | 156 | 180 | | 180 | |
| Print Shop Cadet | 1 | Office | 2 | 146 | 150 | | 150 | |
| MIS Officer | 1 | Shared Office | 2 | | 280 | | 280 | |
| MIS Civilian | 1 | Shared Office | 2 | | A | | A | |
| C.R.B. Officer | 1 | Open Office | 1 (ground) | | 560 | | 560 | |
| C.R.B. Assistant II | 2 | Open Office | 1 (ground) | | A | | A | |
| C.R.B. Assistant III | 1 | Open Office | 1 (ground) | | A | | A | |
| H.R. Civilian | 1 | Office | 2 | 117 | 170 | | 170 | including small conf. table |
| Computer/Servers | | Server Room | 2 | 377 | 500 | | 500 | |
| IDF (2) | | Board Room | ? | 69 | 100 | | 100 | |
| Records | | Office/Storage | 1 (ground) | 1,174 | 1,500 | | 1,500 | |
| Archive | | Storage | 1 (ground) | | - | | 1,000 | |
| Multi-Office Space* | | Office/Storage | 2 | 323 | 323 | | 325 | |
| IT** | | Office | | 137 | 137 | 137 | | |
| Media Room | | Media Room | 2 | 608 | 650 | | 650 | |
| Strategic Planning | | Office | 3 | | 140 | | 140 | |
| Crime Analyst | | Office | 1 (ground) | | 140 | | 140 | |
| Accreditation | | Office | 3 | | 140 | | 140 | |
| Real Time Crime Center | | Office/Specialty | 2 | | 1,000 | | 1,000 | |
| Future Growth | | | 3 | | 500 | | 500 | |
| Totals: | 9 | | | 3,107 | 6,470 | 137 | 7,335 | offices and IT space |
| Fiscal Budget- under Deputy Chief of Staff and Admin Captain | | | | | | | | |
| Management Analyst | 1 | Office | 2 | 67 | 140 | | 140 | |
| Financial Assistants | 3 | Office | 2 | | 420 | | 420 | |
| Totals: | 4 | | | 67 | 560 | - | 560 | |
| under ADC Operations Support | | | | | | | | |
| Support Captain | 1 | Office | 3 | | 180 | | 180 | |
| Background Investigator | 3 | Office | 3 | | 420 | | 420 | (3) private offices with 140 sqft ea. |
| Licensing | | Office/Storage | 3 | | 300 | | 300 | including storage and room for growth of staff |
| Court Liaison Sergeant | 1 | Office | 3 | | 140 | | 140 | |
| Court Liaison Detective | 1 | Office | 3 | | 140 | | 140 | |
| Conference Room | | Conf. | 3 | | 150 | | 150 | 4-6 person meeting space dedicated to the functions of this division |
| Detail Officer | 2 | Office | 3 | 90 | 280 | | 280 | |
| Training Division Sergeant/Range Officer | 2 | Shared Office | 2 | | 280 | | 280 | |
| Classroom | | Classroom | 2 | 721 | 1,000 | | 1,000 | 65 person capacity, tables and chairs |
| Old Classroom (training) | | Classroom | 2 | 494 | 494 | | 800 | |
| Firearms Division Sergeant | 1 | Shared Office | 2 | 100 | 280 | | 280 | |
| Firearms Division Detective | 1 | Shared Office | 2 | | A | | A | |
| Firearms Storage (2) | | Storage | | 306 | 306 | | | combining with armory* |
| Armory/Evidence Storage* | | Storage | 2 | 108 | 400 | | 400 | make it just an armory |
| Armory** | | Storage | | 117 | 117 | 117 | | |
| Communications Sergeant | 3 | Shared Office | 2 | 157 | 420 | | 420 | |
| Communications Dispatchers | 32 | Open Office | 2 | 1,108 | 1,300 | | 1,300 | including kitchenette and toilet room |
| Communications Cadets | 3 | Open Office | 2 | | A | | A | |
| Animal Control Director** | 1 | Office | | | | | | has existing facility |
| Animal Control Officer ** | 2 | Shared Office | | | | | | |
| Totals: | 53 | | | 3,201 | 6,207 | 117 | 6,090 | |
| Collateral- under ADC Department Operations and Patrol Captain | | | | | | | | |
| TPF | | | | | | | | |
| SRT | | | | | | | | |
| CNT | | | | | | | | |
| SWAT Weapon | | Storage | 1 (ground) | 181 | 200 | | 200 | |
| Totals: | | | | 181 | 200 | - | 200 | |



| Professional Standards (Internal Affairs) | | | | dedicated entrances and exits | | | | |
|---|----------|------------------|------------|-------------------------------|--------------|------------|--------------|---|
| PSU Captain | 1 | Office | 1 (ground) | 200 | 180 | | 180 | |
| Lieutenant | 1 | Office | 1 (ground) | 142 | 140 | | 140 | |
| Sergeants (Office 1) | 3 | Office | 1 (ground) | 208 | 420 | | 420 | (3) private offices 140 sqft ea. |
| Lobby | | Lobby | 1 (ground) | 75 | 100 | | 100 | |
| File Storage | | Storage | 1 (ground) | 65 | 85 | | 85 | |
| Breakroom | | Breakroom | 1 (ground) | 192 | 300 | | 300 | |
| Copy Room | | Copy | 1 (ground) | | 100 | | 100 | |
| Data/IT | | IT | 1 (ground) | 35 | 35 | | 35 | |
| Interview | | Interview | 1 (ground) | 150 | 150 | | 150 | including additional entrances/exits |
| Toilet Rooms | | Toilet Room | 1 (ground) | 160 | 160 | | 160 | has existing (unsure of exact sqft), accounting for (2) tr.s in new space |
| Future Growth | | | 1 (ground) | | 500 | | 500 | offices and interview room |
| Totals: | 5 | | | 1,227 | 2,170 | - | 2,170 | |
| Public- Access Areas | | | | | | | | |
| Public Lobby | | Public Lobby | 1 (ground) | 651 | 600 | | 600 | existing total is made up of HQ's lobby and inner lobby |
| Public Toilets | | Public Toilets | 1 (ground) | 190 | 160 | | 160 | (1) male, (1) female |
| Lobby** | | Public Lobby | | 550 | 550 | 550 | | |
| Stair Towers | | | | | 2,400 | | 2,400 | (2) fire stairs, (1) monumental stair |
| Elevator | | | | | 200 | | 200 | 100 sqft per floor |
| Elevator Machine Room | | | | | 100 | | 100 | |
| Totals: | | | | 1,391 | 4,010 | 550 | 3,460 | |
| General Staff Amenities | | | | not division specific | | | | |
| Women's Lockers | | Locker Room | 2 | 163 | 800 | | 1,130 | Includes HQ & North Station |
| Women's Lockers* | | Locker Room | | 330 | 330 | | | |
| Women's Lockers** | | Locker Room | | 151 | 151 | 151 | | |
| Men's Lockers | | Locker Room | 2 | 517 | 3,000 | | 3800 | Includes HQ & North Station |
| Men's Lockers* | | Locker Room | | 800 | 800 | | | |
| Men's Lockers** | | Locker Room | | 773 | 773 | 773 | | |
| Women's Bathroom | | Locker Room t.r. | 2 | 228 | 230 | | 230 | |
| Women's Bathroom** | | Locker Room t.r. | | 68 | 68 | 68 | | |
| Men's Bathroom | | Locker Room t.r. | 2 | 229 | 230 | | 230 | |
| Unisex Toilet Room | | T.R. | 2 | | 80 | | 80 | extra if needed for specific department |
| Break Room | | Break Room | 2 | 297 | 500 | | 740 | adding tables and chairs, kitchenette, storage, etc. |
| Break Room* | | Break Room | | 264 | 264 | | | |
| Break Room** | | Break Room | | 259 | 259 | 259 | | |
| General Storage (mult., printing, etc.) | | Storage | | 781 | 800 | | 800 | scattered throughout |
| Family Room | | Office | 2 | 72 | 140 | | 140 | |
| T.R. (mult.) | | T.R. | | 1,248 | 1,248 | | | |
| T.R. ** | | T.R. | | 62 | 62 | 62 | | |
| Men's Restroom | | T.R. | 2 | | 500 | | 500 | dependent on code, 250 sqft per floor, est. (5) toilets, (2) urinals |
| Women's Restroom | | T.R. | 2 | | 500 | | 500 | dependent on code, 250 sqft per floor, est. (7) toilets |



| | | | | | | | | | |
|---|----------------|------------|--------------|---------------|--------------|----------|--------------|--|--|
| Fitness * | Gym | | 1,248 | 1,248 | | | 0 | | |
| Fitness** | Gym | | 711 | 711 | 711 | | | common space for pd/fd | |
| Admin. Lockers* | Locker | | 105 | 105 | | | | Part of Admin suite | |
| Training Room** | Classroom | | 725 | 725 | 725 | | | common space for pd/fd | |
| Totals: | | | 9,031 | 13,524 | 2,749 | - | 8,150 | | |
| Service | | | | | | | | | |
| Janitor's | Janitor Closet | | 56 | 150 | | | 150 | scattered throughout | |
| Janitor's** | Janitor Closet | 2 | 126 | 130 | 126 | | | total | |
| Electrical | Electrical | 1 (ground) | 142 | 250 | | | 250 | | |
| Loading Dock/ Platform | Loading Dock | 1 (ground) | 281 | 280 | | | 280 | | |
| General Storage* | Storage | | 105 | 105 | | | 105 | | |
| Sprinkler/Plumbing ** | Plumbing | | 135 | 135 | 135 | | | | |
| Fire Protection and Plumbing | Plumbing | | 28 | 250 | | | 250 | | |
| Mechanical | Mechanical | 1 (ground) | | 750 | | | 750 | | |
| Totals: | | 2 | 873 | 2,050 | 261 | - | 1,785 | | |
| Specialty | | | | | | | | | |
| Drone Landing & Storage | Storage | 3 | | 800 | | | 800 | size tbd, needs roof access | |
| Firearms Range | Range | ? | | 3,000 | | | 3,000 | (5) lanes, existing Dartmouth likely to remain | |
| Firearms Range Storage | | ? | | 750 | | | 750 | Range Armory, Cleaning/Storing, and Control Room | |
| Totals: | | | | 4,550 | - | - | 4,550 | | |
| Exterior | | | | | | | | | |
| Impound | | | | | | | | (10) vehicles- 2000 sq ft | |
| PD Vehicles Lot | | | | | | | | (40) vehicles | |
| General Staff Lot | | | | | | | | (50) vehicles | |
| Public Lot | | | | | | | | (30) parking spaces | |
| Trailer Parking | | | | | | | | (2) trailers- 600 sq ft - exterior | |
| K-9 outdoor | | | | 500 | | | 500 | | |
| Animal Control | | | | | | | | has existing location | |
| Totals: | | | | 500 | - | - | 500 | | |
| HQ SqFt est.: 26,086 South SqFt est.: 8,029 (PD) North SqFt rough est.: 5,500 Dedicated Port est: 1,343 Prof Standards est: 1,227 | | | | | | | | | |
| Totals: | | | 33,518 | 72,765 | 5,762 | 1,343 | 64160 | | |
| Grossing Factor: | | | | | | | 0.3 | | |
| Estimated Totals: | | | 43,573 | 94,595 | 7,491 | 1,746 | 83,408 | | |
| Notes: The <u>estimated existing</u> total (green column) makes up the <u>entire NBPD</u> . South Station and Port Security to remain as is (with exception to a proposed garage space within the new complex). The <u>proposed</u> building total (blue column) will combine the sqft/ needs of HQ, the North Station, and Professional Standards. <u>All sqft and programming are subject to change.</u> | | | | | | | | | |

Summary:

Overall square footage required for the future New Bedford Police Department: 94,595 sq ft
 South Station current space to remain in use: - 7,491 sq ft
 Port Security current square footage to remain in use: - 1,746 sq ft
 Port Security current garage space (estimated): - 1,950 sq ft

New Headquarters required square footage: 83,408 sq ft
 (* Square footage increases with multi-story options)

3.4 – Requirements for Functional Units

The sections below are "Room Data Sheets" that are intended to give general space and planning requirements for each functional unit/room in the building. Each program space for the new facility was reviewed with the Police Department to determine the proper square footage, number of occupants, required equipment, furnishings and location within the proposed building. The final Room Data Sheets were used to develop the overall department size outfitting the building. Proposed accommodation solutions will depend on final accommodation option selected. Net area is the actual area or room size allocated to the functions, excluding any allowance for internal circulation (in a suite of rooms for example). Usable area (given in the staff & space tables) includes net space for offices, open areas, storage or other spaces and a circulation factor. Actual space allocated will depend on final layout and building configuration.



Chief of Police

| | | |
|----------|---------------------------|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Senior Administration |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Private office appropriate to function and status of the Police Chief. Office should accommodate desk/workstation, storage, and guest chairs. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>220 sqft</i> |
|-----------------------------------|---------------------------------------|------------------|-----------------|
| <i>Category:</i> | Private office, and small meetings | <i>Designed:</i> | sqft |
| <i>Occupancy (normal/surge):</i> | Office | | |
| <i>Frequency/Duration of Use:</i> | 1 | | |
| <i>Adjacencies/Separations:</i> | Daily, typical business hours | | |
| <i>Critical Dimensions:</i> | Strong adjacency to Executive Officer | | |
| <i>Location/Level:</i> | Within admin suite | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | Outlets (on emergency power) | | |
| <i>Voice/Data:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Communications:</i> | Phone & 2 min. data connections at max connectivity | | |
| <i>Audio-Visual:</i> | Telephone, Radio monitor | | |
| <i>HVAC:</i> | CATV | | |
| <i>Plumbing:</i> | Office standard | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Walls:</i> | Carpet, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | Exterior (insulated, low-E coatings), operable section(s) | | |
| | Blinds or shades, sun control | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|-------------------------------|----------------|-----------------------|
| | Closet shelving & hanger pole | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
|---------------------|----------------|-----------------------|



| | |
|--------------------------------|---|
| <i>Furniture:</i> | Desk/workstation, executive chair, visitor chairs |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Chief of Police Toilet Room

| | |
|----------|-------------------------------------|
| Room No: | <i>Department:</i> Police |
| | <i>Division/Unit:</i> Public Access |
| | <i>Zone:</i> |
| | <i>Location:</i> |
| | <i>Representative:</i> |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Private toilet room for Chief of Police. ADA-compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|---|-----------------|------------------|
| <i>Use:</i> Private toilet room | 100 sq.ft | |
| <i>Category:</i> Toilet Room | sq.ft | |
| <i>Occupancy (normal/surge):</i> 1 | | |
| <i>Frequency/Duration of Use:</i> 24 hours accessible | | |
| <i>Adjacencies/Separations:</i> Within Chief of Police office | | |
| <i>Critical Dimensions:</i> 8' 0" wide | | |
| <i>Location/Level:</i> Within admin suite | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> STC 50-55 | | |
| <i>Security:</i> Locking door, privacy lock | | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------------|----------------|-----------------------|
| <i>Electrical:</i> GRI Outlets | | |
| <i>Lighting:</i> General lighting | | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> Standard | | |
| <i>Plumbing:</i> Toilet, sink | | |
| <i>Fire Suppression:</i> Per building | | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|----------------|-----------------------|
| <i>Floor/Base:</i> Ceramic tile floors and base | | |
| <i>Walls:</i> Ceramic tile, painted CMU | | |
| <i>Ceiling:</i> ACT | | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--|----------------|-----------------------|
| <i>Built-in Items:</i> Toilet accessories, grab bars | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | | |
| <i>Fittings/Miscellaneous:</i> | | |
| <i>Signage:</i> | | |



Audio-Visual/Special:
Office Equipment:
Other:

[Redacted area]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | 24 hours accessible | | |
| Alarms: | | | |
| Security Video: | | | |

Notes & Comments

[Redacted area]

Approvals & Revisions *Submission/Event:* *Approval:*

[date]



Senior Admin Conference Room

| | | |
|----------|---------------------------|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Senior Administration |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Private conference space to be used by senior administration. ADA-compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|----------------|--------------------------|
| <i>Use:</i> Conference | | <i>Program:</i> 230 sqft |
| <i>Category:</i> Office | | <i>Designed:</i> sqft |
| <i>Occupancy (normal/surge):</i> 0-8 | | |
| <i>Frequency/Duration of Use:</i> Daily, typical business hours | | |
| <i>Adjacencies/Separations:</i> Moderate adjacency to Chief and other admin offices | | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> Within admin suite | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> STC 50-55 | | |
| <i>Security:</i> Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--|----------------|-----------------------|
| <i>Electrical:</i> Outlets (on emergency power) | | |
| <i>Lighting:</i> Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> Phone & 2 min. data connections at max connectivity | | |
| <i>Communications:</i> Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> CATV | | |
| <i>HVAC:</i> Office standard | | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> Per building | | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> Carpet, vinyl base | | |
| <i>Walls:</i> GWB | | |
| <i>Ceiling:</i> ACT | | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> Exterior (insulated, low-E coatings), operable section(s) | | |
| <i>Window Coverings:</i> Blinds or shades, sun control | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> Storage | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
| | | |



| | |
|--------------------------------|-----------------------------|
| <i>Furniture:</i> | Conference table and chairs |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Senior Administration Toilet Room/Lockers

| | | |
|----------|---------------------------|------------------------------------|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Senior Admin |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space dedicated to lockers, toilet, and shower for the senior administration. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| | | | |
|-----------------------------------|-----------------------------------|------------------|-----------|
| <i>Description:</i> | Lockers, toilet room, shower room | <i>Program:</i> | 350 sq.ft |
| <i>Use:</i> | Locker/bathroom | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | 1 | | |
| <i>Occupancy (normal/surge):</i> | 24 hours accessible | | |
| <i>Frequency/Duration of Use:</i> | Plumbing adjacent | | |
| <i>Adjacencies/Separations:</i> | Within admin suite | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|----------------------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door, privacy lock | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|----------------------|-----------------------|
| <i>Electrical:</i> | GRI Outlets | |
| <i>Lighting:</i> | General lighting | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | Standard | |
| <i>Plumbing:</i> | Toilet, sink, shower | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|------------------------------|-----------------------|
| <i>Floor/Base:</i> | Ceramic tile floors and base | |
| <i>Walls:</i> | Ceramic tile, painted CMU | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|--|-----------------------|
| <i>Built-in Items:</i> | Toilet and shower accessories, grab bars | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
|---------------------|----------------|-----------------------|



Furniture:
Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

| |
|-------------------|
| Wardrobes/lockers |
| Room identifier |

Security Systems

Description: *Detail:* *Specification:*

| | |
|------------------------|---------------------|
| <i>Access Control:</i> | 24 hours accessible |
| <i>Alarms:</i> | |
| <i>Security Video:</i> | |

Notes & Comments

| |
|--|
| |
|--|

Approvals & Revisions

Submission/Event: *Approval:*

| | | |
|--------|--|--|
| [date] | | |
|--------|--|--|



Administrative Assistant

| | | |
|----------|---|--------------|
| Room No: | <i>Department:</i> Police | <i>Zone:</i> |
| | <i>Division/Unit:</i> Senior Administration | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Chief | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office with reception counter. ADA design throughout. |
|-----------------------------|---|

| Program Requirements | Description: | | |
|-----------------------------------|---|------------------|-----|
| <i>Use:</i> | Office and waiting area | <i>Program:</i> | 380 |
| <i>Category:</i> | Office | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | 2 | | |
| <i>Frequency/Duration of Use:</i> | Daily, typical business hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to conference room and other admin offices | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | Within admin suite | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | Description: | Detail: | Specification: |
|-----------------------------|-----------------------------|---------|----------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files | | |
| <i>Other:</i> | | | |

| Services & Environment | Description: | Detail: | Specification: |
|-----------------------------------|---|---------|----------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | Description: | Detail: | Specification: |
|---------------------------------|--------------------|---------|----------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | Description: | Detail: | Specification: |
|-------------------------------------|--|---------|----------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | | |

| Millwork & Built-Ins | Description: | Detail: | Specification: |
|---------------------------------|----------------------------|---------|----------------|
| <i>Built-in Items:</i> | Reception desk and counter | | |

| Furniture & Equipment | Description: | Detail: | Specification: |
|----------------------------------|---|---------|----------------|
| <i>Furniture:</i> | Office chair, visitor chairs, files and storage units | | |



Fittings/Miscellaneous:

Signage:

Audio-Visual/Special:

Office Equipment:

Other:

Room identifier

TV

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Executive Officer

| | | |
|----------|-------------------------------|-----------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Senior Administration |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Chief |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office space appropriate for the roles and rank of the sworn officer. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|----------------------------------|------------------|
| <i>Use:</i> | Private office | 160 |
| <i>Category:</i> | Office | |
| <i>Occupancy (normal/surge):</i> | 1 | |
| <i>Frequency/Duration of Use:</i> | Daily, typical business hours | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Police Chief | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | Within admin suite | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|-----------------------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door, locking files | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone, Radio monitor | |
| <i>Audio-Visual:</i> | CATV | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|--------------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s), | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|------------------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|--------------------------------------|-----------------------|
| <i>Furniture:</i> | Desk and chair, guest chair, storage | |
| <i>Fittings/Miscellaneous:</i> | | |
| <i>Signage:</i> | Room identifier | |



Audio-Visual/Special: TV
Office Equipment:
Other: Clock (network)

| Security Systems | Description: | Detail: | Specification: |
|-------------------------|------------------------|---------|----------------|
| Access Control: | Lockset or card reader | | |
| Alarms: | | | |
| Security Video: | | | |

Notes & Comments

Approvals & Revisions Submission/Event: Approval:
[date]



Deputy/ADC

| | | |
|----------|------------------------|------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Senior Administration |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Chief |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Private office appropriate to the function and status of the Deputy or Assistant Deputy. Office should accommodate desk/workstation. ADA compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>160 sqft</i> |
|-----------------------------------|---------------------------------------|------------------|-----------------|
| <i>Use:</i> | Private Office | <i>Designed:</i> | sqft |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Daily, business hours | | |
| <i>Adjacencies/Separations:</i> | Adjacencies to Deputy and ADC offices | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | Within admin suite | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 2 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet, hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|--|----------------|-----------------------|
| <i>Furniture:</i> | Desk/workstation and chair, guest chair, storage | | |



Fittings/Miscellaneous:

Signage:

Audio-Visual/Special:

Office Equipment:

Other:

Room identifier

TV

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Public Information Officer

| | | |
|----------|------------------------|-----------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Senior Administration |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Chief |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Private office appropriate to the function of the public informant. Office should accommodate desk/workstation and guest chairs. ADA compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>150 sqft</i> |
|-----------------------------------|-----------------------|------------------|-----------------|
| <i>Use:</i> | Private Office | <i>Designed:</i> | sqft |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Daily, business hours | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | Within admin suite | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 2 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |



| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Desk/workstation and chair, guest chairs, storage | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | TV | | |
| <i>Office Equipment:</i> | | | |
| <i>Other:</i> | Clock (network) | | |
| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |
| Notes & Comments | | | |

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Patrol Captain

| | | |
|----------|------------------------|----------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Private office appropriate to function and status of the Captain. Office should accommodate desk/workstation, and locker. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>180 sq. ft</i> |
|-----------------------------------|--|------------------|-------------------|
| <i>Category:</i> | Shared office | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | Office | | |
| <i>Frequency/Duration of Use:</i> | 1 | | |
| <i>Adjacencies/Separations:</i> | 24 hours | | |
| <i>Critical Dimensions:</i> | Strong adjacency to Roll Call, Reports, and higher ranking offices | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage/lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | Outlets (on emergency power) | | |
| <i>Voice/Data:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Communications:</i> | Phone & 2 min. data connections at max connectivity | | |
| <i>Audio-Visual:</i> | Telephone, Radio monitor | | |
| <i>HVAC:</i> | CATV | | |
| <i>Plumbing:</i> | Office standard | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Walls:</i> | Carpet, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| | Blinds – black-out | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | wardrobe lockers | | |



| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Desk/workstation, executive chair, visitor chairs | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | TV, Call alarm | | |
| <i>Office Equipment:</i> | | | |
| <i>Other:</i> | Clock (network) | | |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Patrol Lieutenants

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Private office appropriate to function and status of the Lieutenant. Office should accommodate a desk/workstation and storage. ADA-compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>420</i> |
|-----------------------------------|--|------------------|------------|
| <i>Category:</i> | Shared office with dispatching/radio equip. | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | Office/specialty use | | |
| <i>Frequency/Duration of Use:</i> | 1-3 | | |
| <i>Adjacencies/Separations:</i> | 24 hours | | |
| <i>Critical Dimensions:</i> | Strong adjacency to Patrol Captain and other higher-ranking officers, Roll Call, and Reports | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | Outlets (on emergency power) | | |
| <i>Voice/Data:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Communications:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Audio-Visual:</i> | Telephone, Radio monitor | | |
| <i>HVAC:</i> | CATV | | |
| <i>Plumbing:</i> | Office standard | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Walls:</i> | Carpet, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| | Blinds or shades, sun control | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| | | | |



Built-in Items: Dispatching equip. and storage unit, closet and hanger pole

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Desk/workstation, chairs, visitor chairs, files and storage units | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | TV, camera display | | |
| <i>Office Equipment:</i> | Dispatching/radio | | |
| <i>Other:</i> | Clock (network) | | |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Patrol Sergeants

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office and workroom for management of municipal alarm equipment. Room to include office workstation and work bench with storage. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>280 ea</i> |
|-----------------------------------|--|------------------|---------------|
| <i>Category:</i> | Shared Office and workroom | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | Office/specialty use | | |
| <i>Frequency/Duration of Use:</i> | 3-7 | | |
| <i>Adjacencies/Separations:</i> | Business hours | | |
| <i>Critical Dimensions:</i> | Strong adjacency to Patrol Captain and other higher-ranking officers, Roll Call, and Reports | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|---|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files and storage | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | Outlets (on emergency power) | | |
| <i>Voice/Data:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Communications:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Audio-Visual:</i> | Telephone, Radio monitor | | |
| <i>HVAC:</i> | CATV | | |
| <i>Plumbing:</i> | Office standard | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Walls:</i> | Carpet, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| | Blinds or shades, sun control | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|--|----------------|-----------------------|
| | Dispatching equip. unit, storage cabinet | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
| | | |



| | |
|--------------------------------|--|
| <i>Furniture:</i> | Desk/workstation, chairs, files, and storage units |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV, |
| <i>Office Equipment:</i> | Dispatching/radio |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Patrol Officers Storage

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Storage of patrol gear and supplies for use in police vehicles, including traffic control devices, first-aid kits, and other field equipment. |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>100</i> |
|-----------------------------------|--|------------------|------------|
| <i>Category:</i> | Storage of equipment | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | Specialty use | | |
| <i>Frequency/Duration of Use:</i> | Varied | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to Reports and Collateral Storage | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|---------------------|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | Outlets | | |
| <i>Voice/Data:</i> | Storage room lighting – covered, occupancy sensor | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Storage standard - ventilation | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|-----------------------|----------------|-----------------------|
| <i>Walls:</i> | resilient, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | Storage units | | |

Furniture & Equipment

| <i>Furniture:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|---------------------------|----------------|-----------------------|
| <i>Fittings/Miscellaneous:</i> | Storage, workstations (?) | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Community Police

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office space for roles and functions of the community police. ADA design throughout. |
|-----------------------------|--|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>140</i> |
|-----------------------------------|-------------------------------|------------------|------------|
| <i>Use:</i> | Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to Reports | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Standard office lighting | | |
| <i>Voice/Data:</i> | 2 min. data connections at max connectivity | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|-----------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | resilient, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|--|----------------|-----------------------|
| <i>Furniture:</i> | Desk, chairs, guest chairs, file storage | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |



Office Equipment:
Other:

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Booking Area & Cells

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Booking/ Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Space to process bookings and hold detainees. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>1,300 sq.ft</i> |
|-----------------------------------|---|------------------|--------------------|
| <i>Use:</i> | Booking and holding | | |
| <i>Female Cell:</i> | (4) cells | +280 | |
| <i>Male Cell:</i> | (6) cells | +420 | |
| <i>Juv./Acc. Cell:</i> | (1) cell | +70 | |
| <i>Category:</i> | Specialty use | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Adjacent to sally port | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | Cells are 70 sqft ea., Cells to adhere to MA code. Tamper resistant design. | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | Tamper resistant automatic sprinkler heads | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|--|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | | | |
| <i>Voice/Data:</i> | 4 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | In holding cells for toilet and sink fixture | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Sealed concrete | | |
| <i>Walls:</i> | CMU | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames with lockset, cell doors | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---|----------------|-----------------------|
| <i>Built-in Items:</i> | Booking counter, processing bench, cell bench | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Booking counter chair, storage casework | | |



Fittings/Miscellaneous:

Signage:

Audio-Visual/Special:

Office Equipment:

Other:

Room identifier

Cell plumbing fixtures

Security Systems

Description:

Detail:

Specification:

Access Control:

24 hours accessible

Alarms:

Panic button

Security Video:

Security cameras

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Sally Port

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Vehicles & Equipment/ Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Garage space to house the Department vehicles and potential vehicle evidence. |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>2000 sq.ft</i> |
|-----------------------------------|--|------------------|-------------------|
| <i>Category:</i> | Garage space to house the Department vehicles | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | Garage | | |
| <i>Frequency/Duration of Use:</i> | 0 | | |
| <i>Adjacencies/Separations:</i> | 24 hours | | |
| | Directly adjacent to other garage bays and strong adjacency to Booking | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | First Floor | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|---------------------|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | GFI Outlets | | |
| <i>Voice/Data:</i> | General lighting | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | 60-degree minimum, general ventilation, vehicle exhaust system | | |
| <i>Plumbing:</i> | Overhead water supply, floor drains, wash sinks, washing machine/extractor. Air compressor connections. | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|------------------------------|----------------|-----------------------|
| <i>Walls:</i> | Concrete floor slab - sealed | | |
| <i>Ceiling:</i> | Painted CMU | | |
| <i>Colors:</i> | Exposed structure - painted | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| | Wood door in HM frames, lockset, overhead doors with safety curtain, operable enclosure for vehicle evidence | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | | | |



| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|--------------------------|------------------|-----------------------|
| Furniture: Fittings/Miscellaneous: Signage: Audio-Visual/Special: Office Equipment: Other: | Room identifier | | |
| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| Access Control: Alarms: Security Video: | Lockset (restricted key) | | |
| Notes & Comments | | | |
| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> | |
| [date] | | | |



Evidence Garage

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Vehicles & Equipment/ Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Garage space to house the Department vehicles and potential vehicle evidence. |
|-----------------------------|---|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|--|------------------|
| <i>Use:</i> | Garage space to house the Department vehicles | 1000 sq.ft |
| <i>Category:</i> | Garage | sq.ft |
| <i>Occupancy (normal/surge):</i> | 0 | |
| <i>Frequency/Duration of Use:</i> | 24 hours | |
| <i>Adjacencies/Separations:</i> | Directly adjacent to other garage bays and strong adjacency to Booking | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | First Floor | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | GFI Outlets | |
| <i>Lighting:</i> | General lighting | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | 60-degree minimum, general ventilation, vehicle exhaust system | |
| <i>Plumbing:</i> | Overhead water supply, floor drains, wash sinks, washing machine/extractor. Air compressor connections. | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|------------------------------|-----------------------|
| <i>Floor/Base:</i> | Concrete floor slab - sealed | |
| <i>Walls:</i> | Painted CMU | |
| <i>Ceiling:</i> | Exposed structure - painted | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, overhead doors with safety curtain, operable enclosure for vehicle evidence | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |



| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|--------------------------|------------------|-----------------------|
| Built-in Items: | | | |
| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| Furniture: Fittings/Miscellaneous: Signage: Audio-Visual/Special: Office Equipment: Other: | Room identifier | | |
| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| Access Control: Alarms: Security Video: | Lockset (restricted key) | | |
| Notes & Comments | | | |
| | | | |
| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> | |
| [date] | | | |



Command Center Garage

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Vehicles & Equipment/ Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Garage space to house the Command Center and other PD vehicles and equipment. |
|-----------------------------|---|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>1000 sq.ft</i> |
|-----------------------------------|---|------------------------|
| <i>Use:</i> | Garage space to house the Department vehicles | |
| <i>Category:</i> | Garage | <i>Designed:</i> sq.ft |
| <i>Occupancy (normal/surge):</i> | 0 | |
| <i>Frequency/Duration of Use:</i> | 24 hours | |
| <i>Adjacencies/Separations:</i> | Directly adjacent to other garage bays | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | First Floor | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | GFI Outlets | |
| <i>Lighting:</i> | General lighting | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | 60-degree minimum, general ventilation, vehicle exhaust system | |
| <i>Plumbing:</i> | Overhead water supply, floor drains, wash sinks, washing machine/extractor. Air compressor connections. | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|------------------------------|-----------------------|
| <i>Floor/Base:</i> | Concrete floor slab - sealed | |
| <i>Walls:</i> | Painted CMU | |
| <i>Ceiling:</i> | Exposed structure - painted | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |



| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|--|------------------|-----------------------|
| Doors/Frames & Hardware: | Wood door in HM frames, lockset, overhead doors with safety curtain, operable enclosure for vehicle evidence | | |
| Windows/Glazing: Window Coverings: | | | |
| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| Built-in Items: | | | |
| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| Furniture: Fittings/Miscellaneous: Signage: Audio-Visual/Special: Office Equipment: Other: | Room identifier | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| Access Control: Alarms: Security Video: | Lockset (restricted key) | | |
| | | | |
| | | | |
| Notes & Comments | | | |
| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> | |
| [date] | | | |



Maintenance Garage

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Vehicles & Equipment/ Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Garage space for in-house vehicle repairs and maintenance. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>500 sq.ft</i> |
|-----------------------------------|--|------------------|------------------|
| <i>Use:</i> | Garage space for maintenance purposes | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Garage | | |
| <i>Occupancy (normal/surge):</i> | 0 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Directly adjacent to other garage bays and strong adjacency to Booking | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | First Floor | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | GFI Outlets | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | 60-degree minimum, general ventilation, vehicle exhaust system | | |
| <i>Plumbing:</i> | Overhead water supply, floor drains, wash sinks, washing machine/extractor. Air compressor connections. | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Concrete floor slab - sealed | | |
| <i>Walls:</i> | Painted CMU | | |
| <i>Ceiling:</i> | Exposed structure - painted | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, overhead doors with safety curtain | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| | | | |



Furniture:
Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Room identifier

Security Systems

Description: *Detail:* *Specification:*

Access Control:
Alarms:
Security Video:

Lockset (restricted key)

Notes & Comments

Approvals & Revisions

Submission/Event: *Approval:*

[date]



Port Garage

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Vehicles & Equipment/ Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Port Security, Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Garage space to house boats and other Port Security Storage |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>Specification:</i> |
|-----------------------------------|--|------------------|-----------------------|
| | Garage space for towed and confiscated cars, bikes, etc. | 1000 sq.ft | |
| <i>Category:</i> | Garage | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | 0 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Directly adjacent to other garage bays | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | First Floor | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|----------------------|---------------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door | |
| <i>Other:</i> | | |

Services & Environment

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | GFI Outlets | |
| <i>Lighting:</i> | General lighting | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | 60-degree minimum, general ventilation, vehicle exhaust system | |
| <i>Plumbing:</i> | Overhead water supply, floor drains, wash sinks, washing machine/extractor. Air compressor connections. | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|-----------------------|------------------------------|-----------------------|
| <i>Floor/Base:</i> | Concrete floor slab - sealed | |
| <i>Walls:</i> | Painted CMU | |
| <i>Ceiling:</i> | Exposed structure - painted | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|-------------------------------------|---|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, overhead doors with safety curtain | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|------------------------|---------------------|-----------------------|
| <i>Built-in Items:</i> | | |

Furniture & Equipment

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|----------------|---------------------|-----------------------|
| | | |



Furniture:
Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Room identifier

Security Systems

Description: *Detail:* *Specification:*

Access Control:
Alarms:
Security Video:

Lockset (restricted key)

Notes & Comments

Approvals & Revisions

Submission/Event: *Approval:*

[date]



Roll Call

| | | |
|----------|---|--------------------------------------|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Patrol Captain & ADC Department Operations | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Room for roll calls and other meetings with uniform patrol officers. |
|-----------------------------|--|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>600 sq.ft</i> |
|-----------------------------------|-----------------------------|------------------|------------------|
| <i>Use:</i> | Conference | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Conference | | |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Captain | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | GFI Outlets | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | 2 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | TV, projector? | | |
| <i>HVAC:</i> | | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|-----------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|-------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Tables, chairs, podium? | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | Microphone | | |
| <i>Office Equipment:</i> | | | |



Other:

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| Access Control: | Lockset (restricted key) | | |
| Alarms: | | | |
| Security Video: | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Reports

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space dedicated to digital report writing. |
|-----------------------------|--|

Program Requirements

| <i>Description:</i> | |
|-----------------------------------|---|
| <i>Use:</i> | Open Office |
| <i>Category:</i> | Office |
| <i>Occupancy (normal/surge):</i> | Program: 500 sq.ft |
| <i>Frequency/Duration of Use:</i> | Designed: sq.ft |
| <i>Adjacencies/Separations:</i> | 24 hours |
| | Strong adjacency to Captain, Lt., and Sgt., |
| | Moderate adjacency to other patrol officers |
| <i>Critical Dimensions:</i> | |
| <i>Location/Level:</i> | |
| <i>Special Requirements:</i> | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | GFI Outlets | |
| <i>Lighting:</i> | General lighting | |
| <i>Voice/Data:</i> | 8 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone | |
| <i>Audio-Visual:</i> | TV | |
| <i>HVAC:</i> | | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|-----------------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---------------------------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|------------------------------------|-----------------------|
| <i>Furniture:</i> | Workstations, chairs, file storage | |
| <i>Fittings/Miscellaneous:</i> | | |
| <i>Signage:</i> | Room identifier | |
| <i>Audio-Visual/Special:</i> | | |



Office Equipment: [Redacted]
Other: [Redacted]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| Access Control: | Lockset (restricted key) | [Redacted] | [Redacted] |
| Alarms: | [Redacted] | [Redacted] | [Redacted] |
| Security Video: | Security cameras | [Redacted] | [Redacted] |

Notes & Comments
[Redacted]

Approvals & Revisions *Submission/Event:* *Approval:*
[date]



School Resource Officer Suite

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Uniform Patrol |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space dedicated for the School Resource suite. Space for (6) open workstations, (2) private offices, and a small meeting space. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | 420 sq.ft |
|-----------------------------------|---|------------------|-----------|
| <i>Category:</i> | Mixed Office | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | Office | | |
| <i>Frequency/Duration of Use:</i> | 3 | | |
| <i>Adjacencies/Separations:</i> | Business hours | | |
| <i>Critical Dimensions:</i> | Moderate Adjacency to outreach offices and other patrol office spaces | | |
| <i>Location/Level:</i> | Within S.R.O. suite | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|---------------------|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | GFI Outlets | | |
| <i>Voice/Data:</i> | General lighting | | |
| <i>Communications:</i> | 8 min. data connections at max connectivity | | |
| <i>Audio-Visual:</i> | Telephone | | |
| <i>HVAC:</i> | TV | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|-----------------------|----------------|-----------------------|
| <i>Walls:</i> | Resilient, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---------------------------------|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | | | |

Furniture & Equipment

| <i>Furniture:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|---|----------------|-----------------------|
| <i>Fittings/Miscellaneous:</i> | Workstations, chairs, file storage, small meeting table | | |



Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Room identifier

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset (restricted key)

Alarms:

Security Video:

Security cameras

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]

Traffic Division Office

Room No:

Department:

Police





| | |
|------------------------|---|
| <i>Division/Unit:</i> | Uniform Patrol |
| <i>Zone:</i> | |
| <i>Location:</i> | |
| <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space dedicated for report writing for work related to the traffic division. Space should include workstations and equipment storage. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| | | |
|-----------------------------------|--|---------------------|
| <i>Description:</i> | | |
| <i>Use:</i> | Open Office | <i>Program:</i> 500 |
| <i>Category:</i> | Office | <i>Designed:</i> |
| <i>Occupancy (normal/surge):</i> | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Traffic Sergeant. Moderate adjacency to Reports. | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| | | | |
|----------------------|--|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| | | | |
|--------------------------|---|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | | | |
|-----------------------|--------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | | | |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| | | | |
|------------------------|---------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Built-in Items:</i> | Storage units | | |

Furniture & Equipment

| | | | |
|--------------------------------|---|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Furniture:</i> | Desk/workstation, chairs, files and storage units | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | TV | | |



Office Equipment:
Other:

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]

Traffic Division Sergeant

Room No:

Department:
Division/Unit:

Police
Uniform Patrol



| | |
|------------------------|---|
| <i>Zone:</i> | |
| <i>Location:</i> | |
| <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space dedicated to the roles and functions of the Traffic Division Sergeant. Space should include workstation and storage. ADA design throughout |
|-----------------------------|--|

Program Requirements

| | | | |
|-----------------------------------|---|------------------|-----|
| <i>Description:</i> | | | |
| <i>Use:</i> | Open Office | <i>Program:</i> | 140 |
| <i>Category:</i> | Office | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Traffic Division Office | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | | | |
|----------------------|--|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| | | | |
|--------------------------|---|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | | | |
|-----------------------|--------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | | | |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| | | | |
|------------------------|---------------------------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Built-in Items:</i> | Storage units, closet and hanger pole | | |

Furniture & Equipment

| | | | |
|--------------------------------|---|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Furniture:</i> | Desk/workstation, chairs, files and storage units | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | TV | | |
| <i>Office Equipment:</i> | | | |
| <i>Other:</i> | Clock (network) | | |



| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|------------------------|------------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |
| Notes & Comments | | | |
| | | | |
| Approvals & Revisions | | | |
| <i>Submission/Event:</i> | | <i>Approval:</i> | |
| [date] | | | |

K-9 Unit

Room No:

| | |
|-----------------------|-----------------------|
| <i>Department:</i> | Police |
| <i>Division/Unit:</i> | Uniform Patrol |
| <i>Zone:</i> | |



| | |
|------------------------|---|
| <i>Location:</i> | |
| <i>Representative:</i> | Patrol Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Space dedicated to the roles and functions of the K-9 officer and unit. Space should include office space, and areas for holding and taking care of the K-9s. Also to include outdoor space. ADA design throughout. |
|-----------------------------|---|

Program Requirements

| | | | |
|-----------------------------------|--|------------------|------|
| <i>Description:</i> | | | |
| <i>Use:</i> | Mixed | <i>Program:</i> | 2000 |
| <i>Category:</i> | Office | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to Reports. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | Kennels, fenced in outdoor space, and dog wash station | | |

Special Construction

| | | | |
|----------------------|--|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| | | | |
|--------------------------|---|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | Dog wash stations, laundry, etc. | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | | | |
|-----------------------|--------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | | | |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| | | | |
|------------------------|---------------------------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Built-in Items:</i> | Storage units, closet and hanger pole | | |

Furniture & Equipment

| | | | |
|--------------------------------|---|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Furniture:</i> | Desk/workstation, chairs, files and storage units | | |
| <i>Fittings/Miscellaneous:</i> | Kennels | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |
| <i>Office Equipment:</i> | | | |



Other: Clock (network)

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| Access Control: | Lockset or card reader | | |
| Alarms: | | | |
| Security Video: | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Detective Captain

| | | |
|----------|------------------------|----------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office appropriate to function and status of the Captain. Office should accommodate desk/workstation, and locker. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>180 sq. ft</i> |
|-----------------------------------|--|------------------|-------------------|
| <i>Use:</i> | Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to Major Crimes and narcotics/Gangs Lt. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage/lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 2 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| <i>Window Coverings:</i> | Blinds – black-out | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | wardrobe locker | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Desk/workstation, chair, visitor chairs | | |



Fittings/Miscellaneous:

Signage:

Audio-Visual/Special:

Office Equipment:

Other:

Room identifier

TV, Call alarm

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Major Crime Lieutenants

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office and workroom for management of investigative equipment. Room includes office workstation and work bench with storage. ADA design throughout. |
|-----------------------------|---|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|--|-----------------|------------------|
| <i>Use:</i> | Office | 140 | |
| <i>Category:</i> | Office/specialty use | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to Captain, Strong adjacency to other Major Crimes officers | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|-----------------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| | | | |



| | |
|--------------------------------|---|
| <i>Furniture:</i> | Desk/workstation, chairs, visitor chairs, files and storage units |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV, |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Major Crime Sergeants

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office and workroom dedicated to the roles and functions of the Major Crime Sergeant. Room includes office workstation and work bench with storage. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| | | | |
|-----------------------------------|--|------------------|-----|
| <i>Use:</i> | Shared Office | <i>Program:</i> | 280 |
| <i>Category:</i> | Office/specialty use | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | 2 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Adjacent to Detective Captain and/or Lt. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | | |

Millwork & Built-Ins

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--|---------------------|----------------|-----------------------|
| | | | |



| | |
|--------------------------------|---|
| <i>Furniture:</i> | Desk/workstation, chairs, visitor chairs, files and storage units |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV, |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Major Crime Detectives

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Open office dedicated to work stations and storage. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|--|------------------|
| <i>Use:</i> | Office workstations | 1400 |
| <i>Category:</i> | Office | |
| <i>Occupancy (normal/surge):</i> | | |
| <i>Frequency/Duration of Use:</i> | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Major Crimes Lt. and Sgts. | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door, locking files, locking lockers | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone, Radio monitor | |
| <i>Audio-Visual:</i> | CATV | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|--------------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|--|-----------------------|
| <i>Furniture:</i> | Desk/workstation, chairs, visitor chairs, files, and storage units | |
| <i>Fittings/Miscellaneous:</i> | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



O.C.I.B. (Narcs./Gangs) Lieutenants

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office and workroom for management of investigative equipment. Room includes office workstation and work bench with storage. ADA design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>140</i> |
|-----------------------------------|---|------------------|------------|
| <i>Category:</i> | Office | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | Office/specialty use | | |
| <i>Frequency/Duration of Use:</i> | 1 | | |
| <i>Adjacencies/Separations:</i> | Business hours | | |
| <i>Critical Dimensions:</i> | Moderate adjacency to Captain. Strong adjacency to other Narcotics/Gangs officers | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|-----------------------------------|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | Outlets (on emergency power) | | |
| <i>Voice/Data:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Communications:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Audio-Visual:</i> | Telephone, Radio monitor | | |
| <i>HVAC:</i> | CATV | | |
| <i>Plumbing:</i> | Office standard | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Walls:</i> | Carpet, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| | Blinds or shades, sun control | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|------------------------|----------------|-----------------------|
| | Closet and hanger pole | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
| | | |



| | |
|--------------------------------|---|
| <i>Furniture:</i> | Desk/workstation, chairs, visitor chairs, files and storage units |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV, |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



O.C.I.B. (Narcotics/Gangs) Sergeants

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office and workroom dedicated to the roles and functions of the Narcotics/Gangs Sgts. Room includes office workstation and work bench with storage. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| | | | |
|-----------------------------------|--|------------------|-----|
| <i>Use:</i> | Shared Office | <i>Program:</i> | 420 |
| <i>Category:</i> | Office/specialty use | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | 3 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to other Narcotics/Gangs officers | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|-----------------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

Services & Environment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | | |

Millwork & Built-Ins

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|-----------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet pole and hanger pole | | |

Furniture & Equipment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--|---------------------|----------------|-----------------------|
| | | | |



| | |
|--------------------------------|---|
| <i>Furniture:</i> | Desk/workstation, chairs, visitor chairs, files and storage units |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV, |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



O.C.I.B. (Narcotics/Gangs) Detectives

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Open office dedicated to the roles and functions of the Narcotics/Gangs officers. Space to include workstations and storage. ADA design throughout. |
|-----------------------------|---|

Program Requirements

| | | |
|-----------------------------------|--|----------------------|
| <i>Description:</i> | | |
| <i>Use:</i> | Office work stations | <i>Program:</i> 1400 |
| <i>Category:</i> | Office | <i>Designed:</i> |
| <i>Occupancy (normal/surge):</i> | | |
| <i>Frequency/Duration of Use:</i> | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to other Narcotics/Gangs officers | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| | | |
|----------------------|-----------------------------------|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door, locking files, etc. | |
| <i>Other:</i> | | |

Services & Environment

| | | |
|--------------------------|---|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Electrical:</i> | Outlets (on emergency power) | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone, Radio monitor | |
| <i>Audio-Visual:</i> | CATV | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| | | |
|-----------------------|--------------------|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Floor/Base:</i> | Carpet, vinyl base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| | | |
|-------------------------------------|----------------------------------|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| | | |
|------------------------|----------------|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Built-in Items:</i> | | |

Furniture & Equipment

| | | |
|--------------------------------|---|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Furniture:</i> | Desk/workstation, chairs, files and storage units | |
| <i>Fittings/Miscellaneous:</i> | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Crime Scene Lab

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Lab space dedicated to evidence processing (fingerprints, photos, etc.) ADA design throughout. |
|-----------------------------|--|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|--|-----------------|------------------|
| <i>Use:</i> | Lab for evidence processing | 500 | |
| <i>Category:</i> | Lab | | |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Investigative Division officers. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | Lab equipment | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|-----------------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Epoxy | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Casework | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | Lab chairs | | |
| <i>Fittings/Miscellaneous:</i> | | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

Approvals & Revisions

| <i>Submission/Event:</i> | <i>Approval:</i> |
|--------------------------|------------------|
| [date] | |



Armory

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Support Captain & ADC Operations Support |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space dedicated to cleaning and storing firearms, etc. |
|-----------------------------|--|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>400</i> |
|-----------------------------------|--|------------------|------------|
| <i>Use:</i> | Storage | <i>Designed:</i> | |
| <i>Category:</i> | Storage/ Specialty | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to Training Div. Sgt. and Range Officer | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|--|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | Sink | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|-----------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | resilient, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|-----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | steel door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---|----------------|-----------------------|
| <i>Built-in Items:</i> | Casework with sink and counter space, firearm and cleaning supplies storage units | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Security cameras

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Firearms Div. Sergeant / Detective

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Support Captain & ADC Operations Support |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Shared office dedicated to the roles of the Firearms Sergeant and Detective. Office should accommodate desk/workstation as well as storage. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>280</i> |
|-----------------------------------|---|------------------|------------|
| <i>Use:</i> | Shared Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 2 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Training Div. Sgt and Range Officer | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|-----------------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | Sink | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---|----------------|-----------------------|
| <i>Built-in Items:</i> | Casework with counter space, closet and hanger pole | | |



| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | Desks, chairs | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |
| <i>Office Equipment:</i> | | | |
| <i>Other:</i> | Clock (network) | | |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

| Notes & Comments |
|-----------------------------|
| |

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



DEA Detective

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office dedicated to the roles of the DEA detective. Office should accommodate desk/workstation. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>140</i> |
|-----------------------------------|---|------------------|------------|
| <i>Use:</i> | Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Relative adjacency to other Investigative Division offices. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Desks, chair, file storage, guest chair | | |
| <i>Fittings/Miscellaneous:</i> | | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



ATF Detective

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office dedicated to the roles of the ATF detective. Office should accommodate desk/workstation. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>140</i> |
|-----------------------------------|---|------------------|------------|
| <i>Use:</i> | Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Relative adjacency to other Investigative Division offices. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Desks, chair, file storage, guest chair | | |
| <i>Fittings/Miscellaneous:</i> | | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Court Liaison Sergeant and Detective

| | |
|----------|---|
| Room No: | <i>Department:</i> Police <i>Division/Unit:</i> Investigative <i>Zone:</i> <i>Location:</i> <i>Representative:</i> Support Captain & ADC Operations Support |
|----------|---|

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Private offices dedicated to the roles and functions of the Court Liaison Sergeant and Detective. Space to include workstations and storage. ADA compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|--|------------------------------|
| <i>Use:</i> | Office | <i>Program:</i> 140 ea sq.ft |
| <i>Category:</i> | Office | <i>Designed:</i> sq.ft |
| <i>Occupancy (normal/surge):</i> | Business hours | |
| <i>Frequency/Duration of Use:</i> | Strong adjacency to each other. Moderate adjacency to conference room. | |
| <i>Adjacencies/Separations:</i> | | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|-----------------------|
| <i>Fire Ratings:</i> | STC 50-55 | |
| <i>Acoustics:</i> | Locking door, locking files, locking storage | |
| <i>Security:</i> | | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | Outlets | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|------------------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
| | | |



| | |
|--------------------------------|---|
| <i>Furniture:</i> | chairs, desks, file storage, and chairs |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |

Support Conference Room

| | | |
|----------|--------------------|--------|
| Room No: | <i>Department:</i> | Police |
|----------|--------------------|--------|



| | |
|------------------------|---|
| <i>Division/Unit:</i> | Investigative |
| <i>Zone:</i> | |
| <i>Location:</i> | |
| <i>Representative:</i> | Support Captain & ADC Operations Support |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Private conference space to be used by offices under Support Captain. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|---|------------------|
| <i>Use:</i> | Conference | 150 sqft |
| <i>Category:</i> | Office | sqft |
| <i>Occupancy (normal/surge):</i> | 0-6 | |
| <i>Frequency/Duration of Use:</i> | Daily, typical business hours | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to Captain and other Support offices | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door, locking files, locking lockers | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | |
| <i>Voice/Data:</i> | Phone & 2 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone, Radio monitor | |
| <i>Audio-Visual:</i> | CATV | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|--------------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s) | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Storage | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|-----------------------------|-----------------------|
| <i>Furniture:</i> | Conference table and chairs | |
| <i>Fittings/Miscellaneous:</i> | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |

Detail Officer

| | | |
|----------|-----------------------|---------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |



| | |
|------------------------|---|
| <i>Zone:</i> | |
| <i>Location:</i> | |
| <i>Representative:</i> | Support Captain & ADC Operations Support |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office space dedicated to the tasks of the detail officers/payroll. ADA compliant design throughout. |
|-----------------------------|--|

Program Requirements

| | | | |
|-----------------------------------|---|------------------|-----------|
| <i>Description:</i> | Shared Office | | |
| <i>Use:</i> | Office | <i>Program:</i> | 280 sq.ft |
| <i>Category:</i> | | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | Business hours | | |
| <i>Frequency/Duration of Use:</i> | Relative adjacency to other Support offices | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | | |
|----------------------|--|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Fire Ratings:</i> | STC 50-55 | |
| <i>Acoustics:</i> | Locking door, locking files, locking storage | |
| <i>Security:</i> | | |
| <i>Other:</i> | | |

Services & Environment

| | | |
|--------------------------|---|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Electrical:</i> | Outlets | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| | | |
|-----------------------|---------------------------|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| | | |
|-------------------------------------|----------------------------------|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| | | |
|------------------------|----------------|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Built-in Items:</i> | | |

Furniture & Equipment

| | | |
|--------------------------------|---|-----------------------|
| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Furniture:</i> | chairs, desks, file storage, and chairs | |
| <i>Fittings/Miscellaneous:</i> | | |
| <i>Signage:</i> | Room identifier | |
| <i>Audio-Visual/Special:</i> | | |
| <i>Office Equipment:</i> | | |



Other: Clock (network)

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------------|----------------|-----------------------|
| Access Control: | Lockset (restricted key) | | |
| Alarms: | | | |
| Security Video: | Security cameras in conf. room | | |

Notes & Comments

Approvals & Revisions *Submission/Event:* *Approval:*
[date]



Family Services Sergeant

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office dedicated to the Sergeant. Space to include a workstation and guest chairs. ADA compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>140 sq.ft</i> |
|-----------------------------------|--|------------------|------------------|
| <i>Use:</i> | Office | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to other Family Services officers, Juvenile Crime, and Domestic Violence. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|--|----------------|-----------------------|
| <i>Furniture:</i> | Desk and chair, visitor chairs, file storage | | |



Fittings/Miscellaneous:

Signage:

Audio-Visual/Special:

Office Equipment:

Other:

Room identifier

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset (restricted key)

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Family Services Detectives and Civilians

| | | |
|----------|---------------------------|--|
| Room No: | <i>Department:</i> Police | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Open office dedicated to Family Services. Space to include guest chairs. ADA compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | | | |
|-----------------------------------|--|------------------|-----------|--|
| <i>Use:</i> | Open Office | <i>Program:</i> | 800 sq.ft | |
| <i>Category:</i> | Office | <i>Designed:</i> | sq.ft | |
| <i>Occupancy (normal/surge):</i> | 7-8 | | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to other Family Services officers, Juvenile Crime, and Domestic Violence. | | | |
| <i>Critical Dimensions:</i> | | | | |
| <i>Location/Level:</i> | | | | |
| <i>Special Requirements:</i> | | | | |

Special Construction

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|---|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files and storage | | |
| <i>Other:</i> | | | |

Services & Environment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

Furniture & Equipment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------|--|----------------|-----------------------|
| <i>Furniture:</i> | Work stations and chairs, visitor chairs, file storage | | |



Fittings/Miscellaneous:

Signage:

Audio-Visual/Special:

Office Equipment:

Other:

Room identifier

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset (restricted key)

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Investigative Management Analyst

| | |
|----------|--|
| Room No: | <i>Department:</i> Police <i>Division/Unit:</i> Investigative <i>Zone:</i> <i>Location:</i> <i>Representative:</i> Investigative Captain & ADC Department Operations |
|----------|--|

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Shared office dedicated to management analysts. ADA compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | | | |
|-----------------------------------|-----------------------------------|------------------|-----------|--|
| <i>Use:</i> | Shared Office | <i>Program:</i> | 240 sq.ft | |
| <i>Category:</i> | Office | <i>Designed:</i> | sq.ft | |
| <i>Occupancy (normal/surge):</i> | 2 | | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | | |
| <i>Adjacencies/Separations:</i> | Adjacent to Investigative offices | | | |
| <i>Critical Dimensions:</i> | | | | |
| <i>Location/Level:</i> | | | | |
| <i>Special Requirements:</i> | | | | |

Special Construction

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

Furniture & Equipment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|-------------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Work stations, chairs, file storage | | |
| <i>Fittings/Miscellaneous:</i> | | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Large Evidence Storage

| | |
|----------|--|
| Room No: | <i>Department:</i> Police |
| | <i>Division/Unit:</i> Investigative |
| | <i>Zone:</i> |
| | <i>Location:</i> |
| | <i>Representative:</i> Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Room dedicated to evidence storage. Space to also include areas dedicated to drugs and drug paraphernalia. |
|-----------------------------|--|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|--|-----------------|------------------|
| <i>Use:</i> | Storage | 1500 | |
| <i>Category:</i> | Storage | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Relative adjacency to Narcotics/Gangs and Major Crimes. Moderate adjacency to Crime Lab. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | Negative pressure, humidity control, security cameras | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|----------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | No less than 2 hours | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking doors | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|--|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux) | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Ventilation, negative pressure systems, humidity control | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Sealed concrete | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Shelving | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| | | | |



| | |
|--------------------------------|----------------------------|
| <i>Furniture:</i> | Storage units, space saver |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Domestic Violence

| | | |
|----------|--|--|
| Room No: | <i>Department:</i> Police <i>Division/Unit:</i> Investigative <i>Zone:</i> <i>Location:</i> <i>Representative:</i> Investigative Captain & ADC Department Operations | |
|----------|--|--|

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Open office dedicated to work relating to Domestic Violence. Office to include workstations and guest chairs, as well as an employee break room with kitchenette. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| | | | |
|-----------------------------------|--|------------------|-----------|
| <i>Description:</i> | Space for (3) work stations and visitor chairs | | |
| <i>Use:</i> | | <i>Program:</i> | 400 sq.ft |
| <i>Category:</i> | | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | Business hours | | |
| <i>Frequency/Duration of Use:</i> | Strong adjacency to D.V. interview room, Family Services and Juvenile Crime offices. | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | Kitchenette appliances and plumbing fixtures | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|-----------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|----------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Kitchenette casework | | |

Furniture & Equipment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--|---------------------|----------------|-----------------------|
| | | | |



| | |
|--------------------------------|---|
| <i>Furniture:</i> | Workstations and chairs, visitor chairs, kitchenette appliances |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | TV |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Interview Rooms (General)

| | | |
|----------|------------------------|---------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Varies |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Varies |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Space dedicated to interviewing staff or civilians. |
|-----------------------------|---|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|------------------------------------|-----------------|------------------|
| <i>Use:</i> | Office | 100 sq.ft | |
| <i>Category:</i> | Office | sq.ft | |
| <i>Occupancy (normal/surge):</i> | 2 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Adjacent to Investigative offices. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|--|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | Table and chairs | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | Interview light | | |
| <i>Office Equipment:</i> | | | |



Other: Clock (network)

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| Access Control: | Lockset (restricted key) | | |
| Alarms: | | | |
| Security Video: | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Interview Rooms (Domestic Violence)

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space dedicated to interviewing civilians regarding domestic violence cases. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>100 sq.ft</i> |
|-----------------------------------|---|------------------|------------------|
| <i>Use:</i> | Office | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 2 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Domestic Violence offices | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|--|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | Table and chairs | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | Interview light | | |



Office Equipment:
Other: Clock (network)

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| Access Control: | Lockset (restricted key) | | |
| Alarms: | | | |
| Security Video: | Security cameras | | |

Notes & Comments

Approvals & Revisions *Submission/Event:* *Approval:*
[date]



Juvenile Crime Sergeant

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office dedicated to the roles of the Juvenile Crime Sergeant. Space to include a workstation and guest chair. ADA compliant throughout. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>140 sq.ft</i> |
|-----------------------------------|---|------------------|------------------|
| <i>Use:</i> | Office | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to other Juv. Crime offices, D.V., and Family Services . | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|-------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Desk and chair, visitor chair | | |



Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Room identifier

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset (restricted key)

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Juvenile Crime Office

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office dedicated for (3) workstations and storage of work relating to juvenile crime. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>420 sq.ft</i> |
|-----------------------------------|--|------------------|------------------|
| <i>Use:</i> | Open Office | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 3 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Juv. Crime Sgt., D.V., and Family Services | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |



| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|--------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Workstations and storage | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |
| <i>Office Equipment:</i> | | | |
| <i>Other:</i> | Clock (network) | | |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



State/Federal Task Agents

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Investigative |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Investigative Captain & ADC Department Operations |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Open office space dedicated for State and Federal Task Agents. Space to include a couple workstations and storage. ADA design throughout. |
|-----------------------------|---|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>400 sq.ft</i> |
|-----------------------------------|---------------------|------------------|------------------|
| <i>Use:</i> | Open Office | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | Varies | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, resilient base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Storage | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Workstations, chairs, and meeting table | | |
| <i>Fittings/Miscellaneous:</i> | | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Administrative Services Captain

| | | |
|----------|--|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Deputy Chief of Staff | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office appropriate to the status and role of the Captain. Office should accommodate desk/workstation. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | | |
|-----------------------------------|---|------------------|-----|
| <i>Use:</i> | Office | <i>Program:</i> | 180 |
| <i>Category:</i> | Office | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Media Room and financial offices. Moderate adjacency to Real Time Crime Center. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|-----------------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

Services & Environment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, radio | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|--|----------------|-----------------------|
| <i>Furniture:</i> | Desk and chair, storage files, guest chair | | |
| <i>Fittings/Miscellaneous:</i> | | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Print Shop Cadet

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Admin. Services Captain & Deputy Chief of Staff |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office appropriate for printing tasks. Office should accommodate desk/workstation, printers, and storage. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>150</i> |
|-----------------------------------|--------------------------------------|------------------|------------|
| <i>Use:</i> | Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Relative adjacency to admin offices. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 2 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Storage units or shelving | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Workstation and chair, storage, table space | | |



Fittings/Miscellaneous:

Signage:

Room identifier

Audio-Visual/Special:

Office Equipment:

Printers, copiers, fax

Other:

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

[date]

Submission/Event:

Approval:



MIS

| | | |
|----------|--|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Admin. Services Captain & Deputy Chief of Staff | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office appropriate for tasks completed by the MIS officers and staff. Office should include desk/workstation, any special desktop technology, and storage. ADA-compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>280</i> |
|-----------------------------------|--|------------------|------------|
| <i>Use:</i> | Shared Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 2 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Relative adjacency to admin offices. Strong adjacency to IDF and computer servers. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|----------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Workstations and chairs, storage | | |



Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Room identifier

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

[date]

Submission/Event:

Approval:



Criminal Records Bureau

| | |
|----------|--|
| Room No: | <i>Department:</i> Police <i>Division/Unit:</i> Administrative Services <i>Zone:</i> <i>Location:</i> <i>Representative:</i> Admin. Services Captain & Deputy Chief of Staff |
|----------|--|

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office appropriate for tasks completed by the C.R.B. officers and office assistants. Office should include desk/workstation and storage. ADA-compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> |
|-----------------------------------|--|------------------|
| <i>Category:</i> | Open Office | 560 |
| <i>Occupancy (normal/surge):</i> | Office | <i>Designed:</i> |
| <i>Frequency/Duration of Use:</i> | 4 | |
| <i>Adjacencies/Separations:</i> | Business hours | |
| <i>Critical Dimensions:</i> | Strong adjacency to Crime Analysts. Moderate adjacency to Records. | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|-----------------------------------|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | Outlets (on emergency power) | | |
| <i>Voice/Data:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Communications:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Audio-Visual:</i> | Telephone | | |
| <i>HVAC:</i> | CATV | | |
| <i>Plumbing:</i> | Office standard | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Walls:</i> | carpet, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | | | |

Furniture & Equipment

| <i>Furniture:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------|----------------------------------|----------------|-----------------------|
| | Workstations and chairs, storage | | |



Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Room identifier

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

[date]

Submission/Event:

Approval:



Training/Classroom

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Support Captain & ADC Operations Support |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Multi-use space for training of staff. Room to accommodate lecture, demonstration and hands-on type training as well as storage for training equipment. 65 person capacity. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| | | | |
|-----------------------------------|---|------------------|------------|
| <i>Use:</i> | Classroom | <i>Program:</i> | 1000 sq.ft |
| <i>Category:</i> | Classroom/Training | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | 0-65 | | |
| <i>Frequency/Duration of Use:</i> | General business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Training Div. Sgt. and Range Officer. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|--|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient or rubber, vinyl or rubber base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s) | | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | | |

Millwork & Built-Ins

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Storage cabinet | | |

Furniture & Equipment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------|--------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Movable tables, chairs, podium | | |



| | |
|--------------------------------|---|
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | Overhead projector, Interactive display board |
| <i>Office Equipment:</i> | TV w/DVD |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Training Sergeant/ Range Officer

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Support Captain & ADC Operations Support |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office space appropriate to the tasks of the Training Sergeant. Space to include workstation and storage for training purposes. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>280 sq.ft</i> |
|-----------------------------------|---|------------------|------------------|
| <i>Use:</i> | Private office | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Office/ training | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | General business hours | | |
| <i>Adjacencies/Separations:</i> | Strong Adjacency to Classroom and Firearms Sgt. and Detective | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking storage | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, radio | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl/carpet base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| | | | |



| | |
|--------------------------------|---|
| <i>Furniture:</i> | Desk and chair, file storage, guest chair |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Human Resources

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Admin. Services Captain & Deputy Chief of Staff |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office appropriate for tasks completed by H.R. Office should include desk/workstation and small meeting space. ADA-compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>170</i> |
|-----------------------------------|--|------------------|------------|
| <i>Use:</i> | Open Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 4 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to financial offices and Captain. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|-----------------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| | | | |



| | |
|--------------------------------|--|
| <i>Furniture:</i> | Workstation and chair, small conf. table and chairs, storage |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | TV |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Communications Sergeant

Room No: _____
Department: Police
Division/Unit: Administrative Services
Zone: _____
Location: _____
Representative: Support Captain & ADC
 Operations Support

Primary Design Factors

Design Requirements: Shared office appropriate to the roles of the Sergeant. Office should include (2-3) workstations with appropriate technology, storage, and/or dispatch equipment to oversee dispatch and training.

| | | | |
|-----------------------------------|--------------------------|------------------|-----|
| Program Requirements | <i>Description:</i> | | |
| <i>Use:</i> | Shared Office | <i>Program:</i> | 420 |
| <i>Category:</i> | Office/ Specialty use | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | 1-3 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Within dispatchers suite | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| | | |
|-----------------------------|--|----------------|
| Special Construction | <i>Description:</i> | <i>Detail:</i> |
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door, locking files, locking storage | |
| <i>Other:</i> | | |

| | | |
|-----------------------------------|---|----------------|
| Services & Environment | <i>Description:</i> | <i>Detail:</i> |
| <i>Electrical:</i> | Outlets | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone, radio | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

| | | |
|---------------------------------|---------------------------|----------------|
| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> |
| <i>Floor/Base:</i> | carpet, vinyl/carpet base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

| | | |
|-------------------------------------|----------------------------------|----------------|
| Doors & Windows | <i>Description:</i> | <i>Detail:</i> |
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

| | | |
|---------------------------------|---|----------------|
| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> |
| <i>Built-in Items:</i> | Dispatching equipment unit, Storage cabinet, closet and hanger pole | |

| | | |
|----------------------------------|---|----------------|
| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> |
| <i>Furniture:</i> | Workstations and chairs, storage shelving | |



Fittings/Miscellaneous:
Signage: Room identifier
Audio-Visual/Special:
Office Equipment:
Other: Clock (network)

Security Systems

Description:

Detail:

Access Control: Lockset / card reader
Alarms:
Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:
Submission/Event:

Approval:
Approval:

[date]



Communications Dispatchers/Cadets

Room No: *Department:* Police
Division/Unit: Administrative Services
Zone:
Location:
Representative: Support Captain & ADC
 Operations Support

Primary Design Factors

Design Requirements: Open office dedicated to the dispatchers. Office should include (10) special dispatch workstations and chair, storage, and a break room with kitchenette, toilet room, and small lounge. ADA design throughout break space and toilet room.

Program Requirements

| | | | |
|-----------------------------------|--|------------------|------|
| <i>Description:</i> | Open Office and break room | <i>Program:</i> | 1300 |
| <i>Use:</i> | Office/ Specialty use | <i>Designed:</i> | |
| <i>Category:</i> | 10 | | |
| <i>Occupancy (normal/surge):</i> | 24 hours | | |
| <i>Frequency/Duration of Use:</i> | Strong adjacency to Sgts and dedicated break room. | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | | |
|----------------------|--|----------------|
| <i>Description:</i> | | <i>Detail:</i> |
| <i>Fire Ratings:</i> | STC 60 or higher | |
| <i>Acoustics:</i> | Locking door, locking files, locking storage | |
| <i>Security:</i> | Temperature controls | |
| <i>Other:</i> | | |

Services & Environment

| | | |
|--------------------------|---|----------------|
| <i>Description:</i> | | <i>Detail:</i> |
| <i>Electrical:</i> | Outlets | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephones and dispatch equipment | |
| <i>Audio-Visual:</i> | CATV in break room | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | Kitchenette appliances, toilet room fixtures | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| | | |
|-----------------------|--|----------------|
| <i>Description:</i> | | <i>Detail:</i> |
| <i>Floor/Base:</i> | carpet, vinyl/carpet base, ceramic tile for break room and toilet room | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| | | |
|-------------------------------------|----------------------------------|----------------|
| <i>Description:</i> | | <i>Detail:</i> |
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| | | |
|------------------------|---|----------------|
| <i>Description:</i> | | <i>Detail:</i> |
| <i>Built-in Items:</i> | Dispatching equipment unit, Storage cabinet, kitchenette casework | |



Furniture & Equipment

Description:

Detail:

Furniture: Workstations and chairs, storage shelving
Fittings/Miscellaneous:
Signage: Room identifier
Audio-Visual/Special:
Office Equipment: TV, dispatch technology
Other: Clock (network)

Security Systems

Description:

Detail:

Access Control: Lockset / card reader
Alarms:
Security Video: Security cameras

Notes & Comments

Approvals & Revisions

Submission/Event:
Submission/Event:

Approval:
Approval:

[date]



Servers/IDF

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Admin. Services Captain & Deputy Chief of Staff |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Room to house the building's networking, telephone equipment, and dispatch servers. Equipment to be connected to the City wide data and telephone systems. |
|-----------------------------|--|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>600 sq.ft</i> |
|-----------------------------------|---|------------------|------------------|
| <i>Use:</i> | Storage | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Electrical | | |
| <i>Occupancy (normal/surge):</i> | 0 | | |
| <i>Frequency/Duration of Use:</i> | Service and maintenance | | |
| <i>Adjacencies/Separations:</i> | Central location within facility, strong adjacency to MIS | | |
| <i>Critical Dimensions:</i> | 3' 0" clearance at racks | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | Temperature control | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|--|----------------|-----------------------|
| <i>Electrical:</i> | Dedicated UPS for all electrical connections within the room | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Dedicated year round air conditioning | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | Per Building with initial chemical suppression system | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|-----------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Static dissipative flooring | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|-----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Steel door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |



| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|---|----------------|-----------------------|
| <i>Furniture:</i> <i>Fittings/Miscellaneous:</i> <i>Signage:</i> <i>Audio-Visual/Special:</i> <i>Office Equipment:</i> <i>Other:</i> | Equipment racks, servers Room identifier | | |
| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| <i>Access Control:</i> <i>Alarms:</i> <i>Security Video:</i> | Lockset or card reader Security cameras | | |
| Notes & Comments | | | |

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Records

| | | |
|----------|---|--|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Administrative Services |
| | <i>Zone:</i> Admin | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Admin. Services Captain & Deputy Chief of Staff | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Open office and records storage. Space to house (6) workstations for staff and a counter to serve visiting public. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>1500</i> |
|-----------------------------------|---|------------------|-------------|
| <i>Category:</i> | Open office and storage | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | Office | | |
| <i>Frequency/Duration of Use:</i> | Daily, typical business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Main public lobby, receptionists, and Crime Analyst. Moderate adjacency to C.R.B. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|-----------------------------------|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | Outlets (on emergency power) | | |
| <i>Voice/Data:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Communications:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Audio-Visual:</i> | Telephone, Radio monitor | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---------------------|----------------|-----------------------|
| <i>Walls:</i> | Carpet, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset | | |
| <i>Window Coverings:</i> | Exterior (insulated, low-E coatings), operable section(s), | | |
| | Blinds or shades, sun control | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|--|----------------|-----------------------|
| | Reception counter and ballistic-rated window | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
| | | |



| | |
|--------------------------------|---|
| <i>Furniture:</i> | Desk/workstation, chairs, visitor chairs, files and storage units, space savers |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Outreach Programs

| | | |
|----------|---|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Patrol Captain & ADC Department Operations | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Space dedicated to outreach program staff (Post Overdose, LEAD, Mental Health, etc.). Space should include a shared office space and a private meeting space. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>420</i> |
|-----------------------------------|------------------------------|------------------|------------|
| <i>Use:</i> | Office and meeting space | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1-3 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to S.R.O. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Standard office lighting | | |
| <i>Voice/Data:</i> | 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Storage units | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|--|----------------|-----------------------|
| <i>Furniture:</i> | Desks, chairs, small meeting table, file storage | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Background Investigators

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Support Captain & ADC Operations Support |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office dedicated to the roles of the Background Investigator. Office should include work stations, storage, and guest chairs. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>140 ea</i> |
|-----------------------------------|---|------------------|---------------|
| <i>Category:</i> | Office | <i>Designed:</i> | |
| <i>Occupancy (normal/surge):</i> | Office | | |
| <i>Frequency/Duration of Use:</i> | 1 | | |
| <i>Adjacencies/Separations:</i> | Business hours | | |
| <i>Critical Dimensions:</i> | Strong adjacency to Licensing. Relative adjacency to Support offices. | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|---------------------|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|----------------|-----------------------|
| <i>Lighting:</i> | Outlets | | |
| <i>Voice/Data:</i> | Standard office lighting | | |
| <i>Communications:</i> | 2 min. data connections at max connectivity | | |
| <i>Audio-Visual:</i> | Telephone | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|-----------------------|----------------|-----------------------|
| <i>Walls:</i> | resilient, vinyl base | | |
| <i>Ceiling:</i> | GWB | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | | | |

Furniture & Equipment

| <i>Furniture:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|---------------------------------|----------------|-----------------------|
| <i>Fittings/Miscellaneous:</i> | Desks, chairs, and file storage | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other: Clock (network)

| Security Systems | Description: | Detail: | Specification: |
|-------------------------|------------------------|---------|----------------|
| Access Control: | Lockset or card reader | | |
| Alarms: | | | |
| Security Video: | | | |

Notes & Comments

Approvals & Revisions Submission/Event: Approval:
[date]



Licensing

| | | |
|----------|---|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Support Captain & ADC Operations | Support |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space dedicated for licensing and background investigating tasks and storage. Space to include room for growth of staffing. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| | | |
|-----------------------------------|------------------------------|---------------------|
| <i>Description:</i> | | |
| <i>Use:</i> | Office | <i>Program:</i> 300 |
| <i>Category:</i> | Office/ Storage | <i>Designed:</i> |
| <i>Occupancy (normal/surge):</i> | 1 | |
| <i>Frequency/Duration of Use:</i> | Business hours | |
| <i>Adjacencies/Separations:</i> | Adjacent to Licensing | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | Equipment for fingerprinting | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | Outlets | |
| <i>Lighting:</i> | Standard office lighting | |
| <i>Voice/Data:</i> | 2 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | None | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|-----------------------|-----------------------|
| <i>Floor/Base:</i> | resilient, vinyl base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Casework | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
|---------------------|----------------|-----------------------|



| | |
|--------------------------------|-----------------------|
| <i>Furniture:</i> | Workstation and chair |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Media Room

| | | |
|----------|--|--|
| Room No: | <i>Department:</i> Police | |
| | <i>Division/Unit:</i> Admin Services | |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Admin. Services Captain & Deputy Chief of Staff | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Room to hold press conferences and public statements. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>650 sq.ft</i> |
|-----------------------------------|------------------------------|------------------|------------------|
| <i>Use:</i> | Conference | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Conference | | |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Captain. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---------------------|----------------|-----------------------|
| <i>Electrical:</i> | GFI Outlets | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | TV, projector? | | |
| <i>HVAC:</i> | | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|-----------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|-------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Tables, chairs, podium? | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | Microphone | | |
| <i>Office Equipment:</i> | | | |



Other:

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Strategic Planning

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Admin Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Admin. Services Captain & Deputy Chief of Staff |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office space dedicated to the tasks of Strategic Planning. |
|-----------------------------|--|

| Program Requirements | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|-----------------------------------|------------------|-----------------------|
| <i>Use:</i> | Office | <i>Program:</i> | 140 sq.ft |
| <i>Category:</i> | Office | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Accreditation | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Standard office lighting | | |
| <i>Voice/Data:</i> | 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|-------------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Workstation and chair, file storage | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |
| <i>Office Equipment:</i> | | | |



Other:

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Accreditation

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Admin Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Admin. Services Captain & Deputy Chief of Staff |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Room to hold press conferences and public statements. |
|-----------------------------|---|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|--|-----------------|------------------|
| <i>Use:</i> | Office | 140 sq.ft | |
| <i>Category:</i> | Office | sq.ft | |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Strategic Planning | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Standard office lighting | | |
| <i>Voice/Data:</i> | 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|-------------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Workstation and chair, file storage | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |
| <i>Office Equipment:</i> | | | |



Other:

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Crime Analyst

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Admin Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Admin. Services Captain & Deputy Chief of Staff |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office dedicated to the roles and functions of the Crime Analyst. Space to include workstations and storage. ADA design throughout. |
|-----------------------------|---|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|----------------------------|-----------------|------------------|
| <i>Use:</i> | Office | 140 sq.ft | |
| <i>Category:</i> | Office | sq.ft | |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to C.R.B. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets | | |
| <i>Lighting:</i> | Standard office lighting | | |
| <i>Voice/Data:</i> | 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|-------------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Workstation and chair, file storage | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |



Office Equipment:
Other:

[Redacted area]

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset (restricted key)

Alarms:

Security Video:

Security cameras

Notes & Comments

[Redacted area]

Approvals & Revisions

Submission/Event:

Approval:

[date]



Real Time Crime Center

Room No: *Department:* Police
Division/Unit: Administrative Services
Zone:
Location:
Representative: Admin. Services Captain & Deputy Chief of Staff.

Primary Design Factors

Design Requirements: Space dedicated to pinpointing "real time" crime. Space to include tv screens and security camera screens surveying the city. Office should include (5) work stations. ADA design throughout break space and toilet room.

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>1000</i> |
|-----------------------------------|-------------------------------|------------------|-------------|
| <i>Use:</i> | Open Office | <i>Designed:</i> | |
| <i>Category:</i> | Office/ Specialty use | | |
| <i>Occupancy (normal/surge):</i> | 5 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to Captain | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> |
|-----------------------------|--|----------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 60 or higher | |
| <i>Security:</i> | Locking door, locking files, locking storage | |
| <i>Other:</i> | Temperature controls | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> |
|-----------------------------------|---|----------------|
| <i>Electrical:</i> | Outlets | |
| <i>Lighting:</i> | Office standard (50 lux), plus dimmable lighting | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephones and dispatch equipment | |
| <i>Audio-Visual:</i> | TVs | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> |
|---------------------------------|--|----------------|
| <i>Floor/Base:</i> | carpet, vinyl/carpet base, ceramic tile for break room and toilet room | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> |
|-------------------------------------|----------------------------------|----------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> |
|---------------------------------|---|----------------|
| <i>Built-in Items:</i> | Dispatching equipment unit, Storage cabinet, kitchenette casework | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> |
|----------------------------------|---------------------|----------------|
| | | |



Furniture: Workstations and chairs, storage shelving
Fittings/Miscellaneous:
Signage: Room identifier
Audio-Visual/Special:
Office Equipment: TV, dispatch technology
Other: Clock (network)

Security Systems

Description:

Detail:

Access Control: Lockset / card reader
Alarms:
Security Video: Security cameras

Notes & Comments

Approvals & Revisions

Submission/Event:
Submission/Event:

Approval:
Approval:

[date]



SWAT Storage

| | | |
|----------|------------------------|-------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Collateral Assignments |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Assistant Deputy Chief |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Dedicated storage space for TPF, SRT, and CN. Space to allow for the storing and cleaning of collateral gear, weapons, and other equipment. |
|-----------------------------|---|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>200</i> |
|-----------------------------------|---|------------------|
| <i>Use:</i> | Storage of equipment | <i>Designed:</i> |
| <i>Category:</i> | Specialty use | |
| <i>Occupancy (normal/surge):</i> | | |
| <i>Frequency/Duration of Use:</i> | Varies | |
| <i>Adjacencies/Separations:</i> | Relative adjacency to other patrol storage and Reports. | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | Outlets | |
| <i>Lighting:</i> | Storage room lighting – covered, occupancy sensor | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | Storage standard - ventilation | |
| <i>Plumbing:</i> | Sink | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|-----------------------|-----------------------|
| <i>Floor/Base:</i> | resilient, vinyl base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|-----------------------------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | steel door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---|-----------------------|
| <i>Built-in Items:</i> | Casework with counter space, lockers, and storage units | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
| | | |



| | |
|--------------------------------|-----------------|
| <i>Furniture:</i> | |
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security camera | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Professional Standards Captain

| | | |
|----------|------------------------|-------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Professional Standards |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Chief of Police |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Private office appropriate to function and status of the Captain. Office should accommodate a work station and a guest chair. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>180</i> |
|-----------------------------------|--|------------------|------------|
| <i>Use:</i> | Private office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to interview room and other PSU officers. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | PSU suite, separate entrance and exits | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Desk/workstation, guest chairs, storage files | | |
| <i>Fittings/Miscellaneous:</i> | | | |



Signage: Room identifier
Audio-Visual/Special:
Office Equipment:
Other: Clock (network)

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Professional Standards Lieutenant

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Professional Standards |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | PSU Captain & Chief of Police |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Private office appropriate to function and status of the Lieutenant. Office should accommodate a work station and a guest chair. ADA-compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>140</i> |
|-----------------------------------|--|------------------|------------|
| <i>Use:</i> | Private office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Captain and Sgts. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | PSU suite, separate entrance and exits | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Desk/workstation, guest chairs, storage files | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Professional Standards Sergeants

| | | |
|----------|------------------------|-------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Professional Standards |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | PSU Captain & Chief of Police |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Private office appropriate to the function of the Sergeant. Office should accommodate a work station and appropriate storage. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>140 ea</i> |
|-----------------------------------|---|------------------|---------------|
| <i>Use:</i> | Private office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to PSU Captain and LT. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | PSU suite, separate entrance and exits | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, Radio monitor | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---|----------------|-----------------------|
| <i>Furniture:</i> | Desk/workstation and chair, storage files | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



PSU Break

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Common Spaces/Staff Amenities |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | PSU Captain & Chief of Police |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space to house cooking equipment, break table and chairs, cleaning equipment, and general pantry storage. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>300 sq.ft</i> |
|-----------------------------------|---|------------------|------------------|
| <i>Use:</i> | Preparation and consumption of meals | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | kitchen | | |
| <i>Occupancy (normal/surge):</i> | 12 -14 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours accessible | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to toilet rooms | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | PSU suite, separate entrances and exits | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | Fire suppression system at hood | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | GFI Outlets | | |
| <i>Lighting:</i> | Task lighting, general lighting at tables | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | Kitchen appliances | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|--------------------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | | |
| <i>Walls:</i> | GWB, stainless steel at cooking wall | | |
| <i>Ceiling:</i> | ACT - washable | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|--|----------------|-----------------------|
| <i>Built-in Items:</i> | Base and wall cabinets, full height pantry storage units. (2) Lockable | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|----------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Chairs, tables, lounge furniture | | |
| <i>Fittings/Miscellaneous:</i> | Kitchenette | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | Television |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | printer |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| <i>Access Control:</i> | 24 hours accessible | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |

PSU Copy



| | |
|----------|--|
| Room No: | <i>Department:</i> Police <i>Division/Unit:</i> Common Spaces/Staff Amenities <i>Zone:</i> <i>Location:</i> <i>Representative:</i> PSU Captain & Chief of Police |
|----------|--|

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Space dedicated to copying and other clerical tasks. ADA design throughout. |
|-----------------------------|---|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|---|-----------------|------------------|
| <i>Use:</i> | Storage | 100 sq.ft | |
| <i>Category:</i> | | sq.ft | |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to file storage. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | PSU suite, separate entrances and exits | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | GFI Outlets | | |
| <i>Lighting:</i> | Task lighting, general lighting at tables | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|--------------------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | | |
| <i>Walls:</i> | GWB, stainless steel at cooking wall | | |
| <i>Ceiling:</i> | ACT - washable | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Casework | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | Television | | |
| <i>Office Equipment:</i> | | | |
| <i>Other:</i> | | | |



| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|--------------------------|-----------------------|
| <i>Access Control:</i> | 24 hours accessible | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |
| Notes & Comments | | | |
| | | | |
| Approvals & Revisions | | <i>Submission/Event:</i> | <i>Approval:</i> |
| [date] | | | |

PSU File Storage

Room No: Department: Police



| | |
|------------------------|--|
| <i>Division/Unit:</i> | Common Spaces/Staff Amenities |
| <i>Zone:</i> | |
| <i>Location:</i> | |
| <i>Representative:</i> | PSU Captain & Chief of Police |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Space dedicated to file storage. ADA design throughout. |
|-----------------------------|---|

Program Requirements

| | | | |
|-----------------------------------|---|------------------|----------|
| <i>Description:</i> | | | |
| <i>Use:</i> | Storage | <i>Program:</i> | 85 sq.ft |
| <i>Category:</i> | | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to copy room | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | PSU suite, separate entrances and exits | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | | | |
|----------------------|-----------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | | | |
| <i>Other:</i> | | | |

Services & Environment

| | | | |
|--------------------------|---|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Electrical:</i> | GFI Outlets | | |
| <i>Lighting:</i> | Task lighting, general lighting at tables | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| | | | |
|-----------------------|--------------------------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Floor/Base:</i> | Resilient, vinyl base | | |
| <i>Walls:</i> | GWB, stainless steel at cooking wall | | |
| <i>Ceiling:</i> | ACT - washable | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | | | |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| | | | |
|------------------------|----------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Built-in Items:</i> | Casework | | |

Furniture & Equipment

| | | | |
|--------------------------------|-----------------|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
| <i>Furniture:</i> | | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | Television | | |
| <i>Office Equipment:</i> | | | |
| <i>Other:</i> | | | |

Security Systems

| | | | |
|---------------------|--|----------------|-----------------------|
| <i>Description:</i> | | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|--|----------------|-----------------------|



| | |
|------------------------|---------------------|
| <i>Access Control:</i> | 24 hours accessible |
| <i>Alarms:</i> | |
| <i>Security Video:</i> | Security cameras |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



PSU Lobby

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Common Spaces/Staff Amenities |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | PSU Captain & Chief of Police |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | PSU dedicated lobby and waiting space. Space to include chairs and side table. ADA design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>Specification:</i> |
|-----------------------------------|--|-----------------------|
| <i>Use:</i> | Lobby | 100 sq.ft |
| <i>Category:</i> | | Designed: sq.ft |
| <i>Occupancy (normal/surge):</i> | | |
| <i>Frequency/Duration of Use:</i> | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to interview room. Moderate adjacency to toilet room. | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | PSU suite, separate entrances and exits | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | GFI Outlets | |
| <i>Lighting:</i> | Task lighting, general lighting at tables | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | Telephone | |
| <i>Audio-Visual:</i> | CATV | |
| <i>HVAC:</i> | Standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|--------------------------------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | |
| <i>Walls:</i> | GWB, stainless steel at cooking wall | |
| <i>Ceiling:</i> | ACT - washable | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|-----------------------|-----------------------|
| <i>Furniture:</i> | Chairs and side table | |
| <i>Fittings/Miscellaneous:</i> | | |
| <i>Signage:</i> | Room identifier | |
| <i>Audio-Visual/Special:</i> | Television | |



Office Equipment: [Redacted]
Other: [Redacted]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | 24 hours accessible | | |
| Alarms: | | | |
| Security Video: | Security cameras | | |

Notes & Comments
[Redacted]

Approvals & Revisions *Submission/Event:* *Approval:*
[date]



PSU Data/It

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Common Spaces/Staff Amenities |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | PSU Captain & Chief of Police |

Primary Design Factors

| | |
|-----------------------------|--------------------------|
| <i>Design Requirements:</i> | PSU dedicated IT closet. |
|-----------------------------|--------------------------|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>35 sq.ft</i> |
|-----------------------------------|---|------------------|-----------------|
| <i>Use:</i> | IT | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Storage | | |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | | | |
| <i>Adjacencies/Separations:</i> | Relative adjacency to PSU offices | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | PSU suite, separate entrances and exits | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | GFI Outlets | | |
| <i>Lighting:</i> | Task lighting, general lighting at tables | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|--------------------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Static dissipative flooring and base | | |
| <i>Walls:</i> | GWB, stainless steel at cooking wall | | |
| <i>Ceiling:</i> | ACT - washable | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|-----------------------|----------------|-----------------------|
| <i>Furniture:</i> | Chairs and side table | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | Television | | |
| <i>Office Equipment:</i> | | | |
| <i>Other:</i> | | | |



| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| <i>Access Control:</i> | 24 hours accessible | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



PSU Interview Room

| | | |
|----------|------------------------|-------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Common Spaces/Staff Amenities |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | PSU Captain & Chief of Police |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | PSU dedicated interview room with additional exit. Space to include table and chairs. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>150 sq.ft</i> |
|-----------------------------------|---|------------------|------------------|
| <i>Category:</i> | Lobby | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | | | |
| <i>Frequency/Duration of Use:</i> | | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Lobby and Captain | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | PSU suite, separate entrances and exits | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|----------------------|---------------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | | |
| <i>Other:</i> | | |

Services & Environment

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | GFI Outlets | |
| <i>Lighting:</i> | Task lighting, general lighting at tables | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | Telephone | |
| <i>Audio-Visual:</i> | CATV | |
| <i>HVAC:</i> | Standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|-----------------------|--------------------------------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | |
| <i>Walls:</i> | GWB, stainless steel at cooking wall | |
| <i>Ceiling:</i> | ACT - washable | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|------------------------|---------------------|-----------------------|
| <i>Built-in Items:</i> | | |

Furniture & Equipment

| <i>Detail:</i> | <i>Description:</i> | <i>Specification:</i> |
|--------------------------------|---|-----------------------|
| <i>Furniture:</i> | Chairs and side table | |
| <i>Fittings/Miscellaneous:</i> | | |
| <i>Signage:</i> | Room identifier, interview light signal | |
| <i>Audio-Visual/Special:</i> | Television | |
| <i>Office Equipment:</i> | | |



Other:

[Redacted area]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | 24 hours accessible | | |
| Alarms: | | | |
| Security Video: | Security cameras | | |

Notes & Comments

[Redacted area]

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Financial Management Analyst

| | | |
|----------|------------------------|--|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Financial Division |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Admin Captain & Deputy Chief of Staff |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Private office appropriate to the function of the analyst. Office should include a workstation and storage. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|--|------------------|
| <i>Use:</i> | Private office | 140 |
| <i>Category:</i> | Office | |
| <i>Occupancy (normal/surge):</i> | 1 | |
| <i>Frequency/Duration of Use:</i> | Daily, typical business hours | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Captain, H.R., and other financial offices | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door, locking files, locking lockers | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | |
| <i>Voice/Data:</i> | Phone & 2 min. data connections at max connectivity | |
| <i>Communications:</i> | Telephone | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | Office standard | |
| <i>Plumbing:</i> | | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|--------------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | |
| <i>Walls:</i> | GWB | |
| <i>Ceiling:</i> | ACT | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|--|-----------------------|
| <i>Furniture:</i> | Desk/workstation and chair, file storage | |



Fittings/Miscellaneous:

Signage:

Audio-Visual/Special:

Office Equipment:

Other:

Room identifier

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Finance Assistants

| | | |
|----------|---|--|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Financial Division |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Executive Finance Specialist | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Office space dedicated to the roles and functions of payroll and other financial tasks. Space should workstations and guest chairs, as well as appropriate amounts of storage and printers. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>420</i> |
|-----------------------------------|---|------------------|------------|
| <i>Use:</i> | Open Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 4 | | |
| <i>Frequency/Duration of Use:</i> | Daily, typical business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to Fiscal Budget Management and H.R. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, locking lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|----------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Storage units and shelving | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|--|----------------|-----------------------|
| <i>Furniture:</i> | Desk/workstations, chairs, visitor chairs, files and storage units, printers and copiers | | |



| | |
|--------------------------------|-----------------|
| <i>Fittings/Miscellaneous:</i> | |
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | Clock (network) |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset or card reader | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Support Captain

| | | |
|----------|---|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Administrative Services |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> ADC Operations Support | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Office appropriate to the status and role of the Captain. Office should accommodate desk/workstation. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>180</i> |
|-----------------------------------|--|------------------|------------|
| <i>Use:</i> | Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to Support conference room and offices. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|-----------------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking files, etc. | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | Phone & 8 min. data connections at max connectivity | | |
| <i>Communications:</i> | Telephone, radio | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | carpet, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Closet and hanger pole | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|--|----------------|-----------------------|
| <i>Furniture:</i> | Desk and chair, storage files, guest chair | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

Clock (network)

Security Systems

Description:

Detail:

Specification:

Access Control:

Lockset or card reader

Alarms:

Security Video:

Notes & Comments

Approvals & Revisions

[date]

Submission/Event:

Approval:



Public-Access Areas

| | | |
|----------|------------------------------|--|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Public-Access Areas |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Chief | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Vertical circulation through the facility. Egress from the building. ADA design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>600 sq.ft</i> |
|-----------------------------------|---|------------------|------------------|
| <i>Category:</i> | Vertical circulation through the facility. Egress from the building | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | Circulation | | |
| <i>Frequency/Duration of Use:</i> | 0 | | |
| <i>Adjacencies/Separations:</i> | 24 hours | | |
| <i>Critical Dimensions:</i> | Egress to the building exterior | | |
| <i>Location/Level:</i> | All levels | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Acoustics:</i> | Minimum 1 hour fire rated construction | | |
| <i>Security:</i> | STC 50-55 | | |
| <i>Other:</i> | Access control from lower level to upper floors. | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|--|----------------|-----------------------|
| <i>Lighting:</i> | Outlets for maintenance | | |
| <i>Voice/Data:</i> | Office standard (50 lux), emergency lighting | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Ventilation | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per Building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|----------------------------------|----------------|-----------------------|
| <i>Walls:</i> | Rubber stair treads and landings | | |
| <i>Ceiling:</i> | Gyp/CMU | | |
| <i>Colors:</i> | SAT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Steel door in HM frames | | |
| <i>Window Coverings:</i> | Exterior (insulated, low-E coatings), operable section(s) | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | | | |

Furniture & Equipment

| <i>Furniture:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|---------------------|----------------|-----------------------|
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

[Redacted area]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | [Redacted] | | |
| Alarms: | [Redacted] | | |
| Security Video: | Security cameras | | |

Notes & Comments

[Redacted area]

Approvals & Revisions

| [date] | <i>Submission/Event:</i> | <i>Approval:</i> |
|--------|--------------------------|------------------|
|--------|--------------------------|------------------|



Lobby

| | | |
|----------|------------------------|-----------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Circulation/ Public Access |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Chief |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Public entrance of facility. Space to include accessible vestibule. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>600 sq.ft</i> |
|-----------------------------------|---|------------------|------------------|
| <i>Category:</i> | Public entrance of facility. | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | Circulation | | |
| <i>Frequency/Duration of Use:</i> | General business hours | | |
| <i>Adjacencies/Separations:</i> | Strong adjacency to main stair. Moderate adjacencies to toilet rooms. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | First | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|---------------------|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking doors | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|-------------------------------------|----------------|-----------------------|
| <i>Lighting:</i> | Outlets for maintenance | | |
| <i>Voice/Data:</i> | Office standard (50 lux) | | |
| <i>Communications:</i> | Telephone – In house communications | | |
| <i>Audio-Visual:</i> | Informational TV or Screens | | |
| <i>HVAC:</i> | Ventilation | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per Building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|---|----------------|-----------------------|
| <i>Walls:</i> | walk-off carpet in vestibule, ceramic tile and base | | |
| <i>Ceiling:</i> | Gyp, ballistic? | | |
| <i>Colors:</i> | SAT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, aluminum storefront | | |
| <i>Window Coverings:</i> | Exterior (insulated, low-E coatings), operable section(s) | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | Display case | | |

Furniture & Equipment

| <i>Furniture:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|----------------------|----------------|-----------------------|
| <i>Fittings/Miscellaneous:</i> | Visitor guest chairs | | |
| | Display case | | |



Signage: Room identifier, plaque
Audio-Visual/Special:
Office Equipment:
Other:

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| <i>Access Control:</i> | | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

Approvals & Revisions *Submission/Event:* *Approval:*
[date]



Stairs (General)

| | | |
|----------|------------------------------|-----------------------------------|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Circulation |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Chief | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Vertical circulation through the facility. Egress from the building. ADA design throughout with areas of refuge on fire stairs. |
|-----------------------------|---|

Program Requirements

| | <i>Description:</i> | <i>Program:</i> | <i>225 sq.ft</i> |
|-----------------------------------|---|------------------|------------------|
| <i>Use:</i> | Vertical circulation through the facility. Egress from the building | | |
| <i>Category:</i> | Circulation | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | 0 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Egress to the building exterior | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | All levels | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | Minimum 1 hour fire rated construction | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Access control from lower level to upper floors. | | |
| <i>Other:</i> | | | |

Services & Environment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|--|----------------|-----------------------|
| <i>Electrical:</i> | Outlets for maintenance | | |
| <i>Lighting:</i> | Office standard (50 lux), emergency lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Ventilation | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per Building | | |

Finishes & Materials

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|----------------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Rubber stair treads and landings | | |
| <i>Walls:</i> | Gyp/CMU | | |
| <i>Ceiling:</i> | SAT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Steel door in HM frames | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s) | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

Furniture & Equipment

| | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

[Redacted area]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | [Redacted] | | |
| Alarms: | [Redacted] | | |
| Security Video: | Security cameras | | |

Notes & Comments

[Redacted area]

Approvals & Revisions *Submission/Event:* _____ *Approval:* _____
[date]



Corridors (General)

| | | |
|----------|------------------------|--------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Circulation |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | Chief |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Horizontal circulation through the building at various floors. ADA design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | TBD sq.ft |
|-----------------------------------|--|------------------|-----------|
| | Horizontal circulation through the building at various floors. | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Circulation | | |
| <i>Occupancy (normal/surge):</i> | 0 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | |
| <i>Adjacencies/Separations:</i> | Throughout building | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | All levels | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|---------------------|----------------|-----------------------|
| | STC 50-55 | | |
| <i>Acoustics:</i> | | | |
| <i>Security:</i> | | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|----------------------------|----------------|-----------------------|
| | Outlets for maintenance | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | Informational TV or Screen | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | General heating and AC | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per Building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|----------------------------|----------------|-----------------------|
| | Resilient tile, vinyl base | | |
| <i>Walls:</i> | Gyp - painted | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---------------------|----------------|-----------------------|
| | | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | | | |



| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|--|----------------|-----------------------|
| Furniture: Fittings/Miscellaneous: Signage: Audio-Visual/Special: Office Equipment: Other: | Bulletin boards, tack boards, display cases Room identifier | | |
| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
| Access Control: Alarms: Security Video: | Security cameras | | |
| Notes & Comments | | | |

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Women's Toilet Room

| | |
|----------|-------------------------------------|
| Room No: | <i>Department:</i> Police |
| | <i>Division/Unit:</i> Public Access |
| | <i>Zone:</i> |
| | <i>Location:</i> |
| | <i>Representative:</i> |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Public toilet rooms for female use. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>80 sq.ft</i> |
|-----------------------------------|-------------------------------------|------------------|-----------------|
| <i>Use:</i> | Public toilet rooms for female use. | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Toilet Room | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours accessible | | |
| <i>Adjacencies/Separations:</i> | Adjacent to public lobby | | |
| <i>Critical Dimensions:</i> | 8' 0" wide | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|----------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, privacy lock | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---------------------|----------------|-----------------------|
| <i>Electrical:</i> | GRI Outlets | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | Toilets, sinks, | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|------------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Ceramic tile floors and base | | |
| <i>Walls:</i> | Ceramic tile, painted CMU | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|-------------------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | Toilet accessories, grab bars | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

[Redacted area]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | 24 hours accessible | | |
| Alarms: | | | |
| Security Video: | | | |

Notes & Comments

[Redacted area]

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Men's Toilet Room

| | | |
|----------|---------------------------|-------------------------------------|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Public Access |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Public toilet rooms for male use. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|--|-----------------|------------------|
| <i>Use:</i> Public toilet rooms for male use. | 80 sq.ft | |
| <i>Category:</i> Toilet Room | sq.ft | |
| <i>Occupancy (normal/surge):</i> 1 | | |
| <i>Frequency/Duration of Use:</i> 24 hours accessible | | |
| <i>Adjacencies/Separations:</i> Adjacent to public lobby | | |
| <i>Critical Dimensions:</i> 8' 0" wide | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> STC 50-55 | | |
| <i>Security:</i> Locking door, privacy lock | | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------------|----------------|-----------------------|
| <i>Electrical:</i> GRI Outlets | | |
| <i>Lighting:</i> General lighting | | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> Standard | | |
| <i>Plumbing:</i> Toilets, sinks, | | |
| <i>Fire Suppression:</i> Per building | | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---|----------------|-----------------------|
| <i>Floor/Base:</i> Ceramic tile floors and base | | |
| <i>Walls:</i> Ceramic tile, painted CMU | | |
| <i>Ceiling:</i> ACT | | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--|----------------|-----------------------|
| <i>Built-in Items:</i> Toilet accessories, grab bars | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | | |
| <i>Fittings/Miscellaneous:</i> | | |
| <i>Signage:</i> Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

[Redacted area]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | 24 hours accessible | | |
| Alarms: | | | |
| Security Video: | | | |

Notes & Comments

[Redacted area]

Approvals & Revisions *Submission/Event:* *Approval:*

[date]



Women's Locker Room

| | | |
|----------|---------------------------|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Lockers, toilets & Showers/ Staff Amenities |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Locker space for female staff. ADA-compliant design throughout. |
|-----------------------------|---|

| Program Requirements | Description: | Program: | 300 sq.ft |
|-----------------------------------|---------------------|------------------|-----------|
| <i>Use:</i> | Storage/ Lockers | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Locker Room | | |
| <i>Occupancy (normal/surge):</i> | 1 -10 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours accessible | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | Description: | Detail: | Specification: |
|-----------------------------|--|---------|----------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking individual lockers | | |
| <i>Other:</i> | | | |

| Services & Environment | Description: | Detail: | Specification: |
|-----------------------------------|------------------------------|---------|----------------|
| <i>Electrical:</i> | GRI Outlets | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | Police Department call alarm | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | Description: | Detail: | Specification: |
|---------------------------------|-----------------------|---------|----------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | | |
| <i>Walls:</i> | GWB, painted CMU | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | Description: | Detail: | Specification: |
|-------------------------------------|-----------------------------------|---------|----------------|
| <i>Doors/Frames & Hardware:</i> | Steel door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | Description: | Detail: | Specification: |
|---------------------------------|--------------|---------|----------------|
| <i>Built-in Items:</i> | benches | | |

| Furniture & Equipment | Description: | Detail: | Specification: |
|----------------------------------|------------------|---------|----------------|
| <i>Furniture:</i> | | | |
| <i>Fittings/Miscellaneous:</i> | Lockers, mirrors | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |



Office Equipment: [Redacted]
Other: [Redacted]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | 24 hours accessible | [Redacted] | [Redacted] |
| Alarms: | [Redacted] | [Redacted] | [Redacted] |
| Security Video: | [Redacted] | [Redacted] | [Redacted] |

Notes & Comments
[Redacted]

Approvals & Revisions *Submission/Event:* _____ *Approval:* _____
[date]



Women's Locker Room Bathroom

| | | |
|----------|---------------------------|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Lockers, toilets & Showers/ Staff Amenities |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Locker, toilet and shower space for female staff. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>230 sq.ft</i> |
|-----------------------------------|--|------------------|------------------|
| <i>Category:</i> | Locker, toilet and shower space for female staff | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | Bathroom | | |
| <i>Frequency/Duration of Use:</i> | 1 -10 | | |
| <i>Adjacencies/Separations:</i> | 24 hours accessible | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking individual lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---------------------------------------|----------------|-----------------------|
| <i>Lighting:</i> | GRI Outlets | | |
| <i>Voice/Data:</i> | General lighting | | |
| <i>Communications:</i> | Police Department call alarm | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | Toilets, sinks, showers, floor drains | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|------------------------------|----------------|-----------------------|
| <i>Walls:</i> | Ceramic tile floors and base | | |
| <i>Ceiling:</i> | Ceramic tile, painted CMU | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|-----------------------------------|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Steel door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|-----------------------------------|----------------|-----------------------|
| | Countertops, shower rods, benches | | |

Furniture & Equipment

| <i>Furniture:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|---------------------------------|----------------|-----------------------|
| <i>Fittings/Miscellaneous:</i> | Stalls, toilet room accessories | | |
| <i>Signage:</i> | Room identifier | | |



Audio-Visual/Special:
Office Equipment:
Other:

[Redacted area]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | 24 hours accessible | | |
| Alarms: | | | |
| Security Video: | | | |

Notes & Comments

[Redacted area]

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Men's Locker Room

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Lockers, toilets & Showers/ Staff Amenities |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Locker space for male staff. ADA-compliant design throughout. |
|-----------------------------|---|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>1,000 sq.ft</i> |
|-----------------------------------|---------------------|------------------|--------------------|
| <i>Use:</i> | Locker/ Storage | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | Locker Room | | |
| <i>Occupancy (normal/surge):</i> | 1 -50 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours accessible | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|--|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking individual lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|------------------------------|----------------|-----------------------|
| <i>Electrical:</i> | GRI Outlets | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | Police Department call alarm | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|-----------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | | |
| <i>Walls:</i> | GWB, painted CMU | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|-----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Steel door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | benches | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | | | |
| <i>Fittings/Miscellaneous:</i> | Lockers, mirrors | | |



| | |
|--|-----------------|
| <i>Signage:</i> <i>Audio-Visual/Special:</i> <i>Office Equipment:</i> <i>Other:</i> | Room identifier |
|--|-----------------|

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--|---------------------|----------------|-----------------------|
| <i>Access Control:</i> <i>Alarms:</i> <i>Security Video:</i> | 24 hours accessible | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Men's Locker Room Bathroom

| | | |
|----------|------------------------|---|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Lockers, toilets & Showers/ Staff Amenities |
| | <i>Zone:</i> | Amenities |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Locker, toilet and shower space for male staff. ADA-compliant design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>230 sq.ft</i> |
|-----------------------------------|--|------------------|------------------|
| <i>Category:</i> | Locker, toilet and shower space for male staff | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | Bathroom | | |
| <i>Frequency/Duration of Use:</i> | 1 -10 | | |
| <i>Adjacencies/Separations:</i> | 24 hours accessible | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door, locking individual lockers | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---------------------------------------|----------------|-----------------------|
| <i>Lighting:</i> | GRI Outlets | | |
| <i>Voice/Data:</i> | General lighting | | |
| <i>Communications:</i> | Police Department call alarm | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | Toilets, sinks, showers, floor drains | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|------------------------------|----------------|-----------------------|
| <i>Walls:</i> | Ceramic tile floors and base | | |
| <i>Ceiling:</i> | Ceramic tile, painted CMU | | |
| <i>Colors:</i> | ACT | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|-----------------------------------|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Steel door in HM frames, lockset, | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|-----------------------------------|----------------|-----------------------|
| | Countertops, shower rods, benches | | |

Furniture & Equipment

| <i>Furniture:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------|---------------------|----------------|-----------------------|
| | | | |



Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Stalls, toilet room accessories
Room identifier

Security Systems

Description: *Detail:* *Specification:*

Access Control: 24 hours accessible
Alarms:
Security Video:

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Kitchen/Break Room

| | | |
|----------|---|--|
| Room No: | <i>Department:</i> Police | |
| | <i>Division/Unit:</i> Common Spaces/Staff Amenities | |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Space to house cooking equipment, dining tables and chairs, cleaning equipment, and general pantry storage. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>500 sq.ft</i> |
|-----------------------------------|--------------------------------------|------------------|------------------|
| <i>Use:</i> | Preparation and consumption of meals | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | kitchen | | |
| <i>Occupancy (normal/surge):</i> | 12 -14 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours accessible | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | Fire suppression system at hood | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---|----------------|-----------------------|
| <i>Electrical:</i> | GFI Outlets | | |
| <i>Lighting:</i> | Task lighting, general lighting at tables | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | Telephone | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | Kitchen appliances | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|--------------------------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Resilient, vinyl base | | |
| <i>Walls:</i> | GWB, stainless steel at cooking wall | | |
| <i>Ceiling:</i> | ACT - washable | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|--|----------------|-----------------------|
| <i>Built-in Items:</i> | Base and wall cabinets, full height pantry storage units. (4) Lockable | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|--|----------------|-----------------------|
| <i>Furniture:</i> | Chairs, tables, lounge furniture | | |
| <i>Fittings/Miscellaneous:</i> | Dishwasher, hood, range, oven, 5 refrigerators | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | Television |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| <i>Access Control:</i> | 24 hours accessible | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | Security cameras | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Fitness

| | | |
|----------|------------------------|--------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Common Spaces/ Staff Amenities |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Space to house exercise equipment for use by the police department. |
|-----------------------------|---|

| Program Requirements | Description: | Program: | 1300 sq.ft |
|-----------------------------------|--------------------------|------------------|------------|
| <i>Use:</i> | Exercise room | <i>Designed:</i> | sq.ft |
| <i>Category:</i> | | | |
| <i>Occupancy (normal/surge):</i> | 1-10 | | |
| <i>Frequency/Duration of Use:</i> | 24 hours accessible | | |
| <i>Adjacencies/Separations:</i> | Adjacent to locker rooms | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | Description: | Detail: | Specification: |
|-----------------------------|--------------|---------|----------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

| Services & Environment | Description: | Detail: | Specification: |
|-----------------------------------|---|---------|----------------|
| <i>Electrical:</i> | Outlets for exercise equipment | | |
| <i>Lighting:</i> | Task lighting, general lighting at tables | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | Drinking fountain | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | Description: | Detail: | Specification: |
|---------------------------------|---------------------|---------|----------------|
| <i>Floor/Base:</i> | Rubber, rubber base | | |
| <i>Walls:</i> | GWB and mirrors | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | Description: | Detail: | Specification: |
|-------------------------------------|---|---------|----------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | Exterior (insulated, low-E coatings), operable section(s) | | |
| <i>Window Coverings:</i> | Blinds or shades, sun control | | |

| Millwork & Built-Ins | Description: | Detail: | Specification: |
|---------------------------------|--------------|---------|----------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | Description: | Detail: | Specification: |
|----------------------------------|---|---------|----------------|
| <i>Furniture:</i> | Shelves, racks, and other storage for exercise equipment, | | |
| <i>Fittings/Miscellaneous:</i> | Exercise equipment | | |



| | |
|------------------------------|-----------------|
| <i>Signage:</i> | Room identifier |
| <i>Audio-Visual/Special:</i> | Television |
| <i>Office Equipment:</i> | |
| <i>Other:</i> | |

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| <i>Access Control:</i> | 24 hours accessible | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Mother's Room/Family Room

| | |
|----------|---------------------------------------|
| Room No: | <i>Department:</i> Police |
| | <i>Division/Unit:</i> Staff Amenities |
| | <i>Zone:</i> |
| | <i>Location:</i> |
| | <i>Representative:</i> |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Private room for nursing mothers. Room to include comfortable seating, a sink, and storage. ADA design throughout. |
|-----------------------------|--|

Program Requirements

| <i>Program Requirements</i> | <i>Description:</i> | <i>Program:</i> | <i>140</i> |
|-----------------------------------|-----------------------------------|------------------|------------|
| <i>Use:</i> | Office | <i>Designed:</i> | |
| <i>Category:</i> | Office | | |
| <i>Occupancy (normal/surge):</i> | 1 | | |
| <i>Frequency/Duration of Use:</i> | Business hours | | |
| <i>Adjacencies/Separations:</i> | Moderate adjacency to break room. | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Special Construction</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Services & Environment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|--|----------------|-----------------------|
| <i>Electrical:</i> | Outlets (on emergency power) | | |
| <i>Lighting:</i> | Office standard (50 lux), plus task lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | CATV | | |
| <i>HVAC:</i> | Office standard | | |
| <i>Plumbing:</i> | | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Finishes & Materials</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|-----------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | resilient, vinyl base | | |
| <i>Walls:</i> | GWB | | |
| <i>Ceiling:</i> | ACT | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors & Windows</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Millwork & Built-Ins</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---|----------------|-----------------------|
| <i>Built-in Items:</i> | Casework with storage, counter space and sink | | |

Furniture & Equipment

| <i>Furniture & Equipment</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|--------------------------------|----------------|-----------------------|
| <i>Furniture:</i> | Comfortable seating, end table | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |
| <i>Office Equipment:</i> | | | |



Other: Clock (network)

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (vacancy?) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Electrical Room

| | | |
|----------|---------------------------|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Service & Storage |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Room to house the building's electrical service equipment and base electrical distribution system. Room to also include generator transfer equipment. |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>Specification:</i> |
|-----------------------------------|--|------------------|-----------------------|
| | Room to house the building's electrical service equipment | 250 sq.ft | |
| <i>Category:</i> | Electrical | <i>Designed:</i> | sq.ft |
| <i>Occupancy (normal/surge):</i> | 0 | | |
| <i>Frequency/Duration of Use:</i> | Service and maintenance | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | 3' 0" clearance at panels | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | Room to be subdivided as required for emergency equipment. Services to comply with Critical Operations Power Service (COPS). | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| | 2 rated construction between emergency equipment | | |
| <i>Acoustics:</i> | | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|--|----------------|-----------------------|
| | GFI Outlets. Services to comply with Critical Operations Power Service (COPS). | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | To be determined | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|----------------------|----------------|-----------------------|
| | Concrete with sealer | | |
| <i>Walls:</i> | CMU - painted | | |
| <i>Ceiling:</i> | Exposed structure | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|-----------------------------------|----------------|-----------------------|
| | Steel door in HM frames, lockset, | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | | | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------|----------------|-----------------------|
| | | |



Furniture:
Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Generator
Room identifier

Security Systems

Description: _____ *Detail:* _____ *Specification:* _____

Access Control:
Alarms:
Security Video:

Generator operations alarms

Notes & Comments

Approvals & Revisions

Submission/Event:

Approval:

[date]



Mechanical Room

| | | |
|----------|---------------------------|---|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Service & Storage |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Room to house a portion or all of the building's heating and cooling equipment. Room to also house the gas service, water heating equipment and fire suppression service equipment. |
|-----------------------------|---|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>750 sq.ft</i> |
|-----------------------------------|--|------------------|------------------|
| <i>Category:</i> | Room to house heating, cooling, water heating and sprinkler equipment. | <i>Designed:</i> | <i>sq.ft</i> |
| <i>Occupancy (normal/surge):</i> | Mechanical | | |
| <i>Frequency/Duration of Use:</i> | 0 | | |
| <i>Adjacencies/Separations:</i> | Service and maintenance | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | Room to be subdivided as required for emergency equipment. | | |

Special Construction

| <i>Fire Ratings:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|--|----------------|-----------------------|
| | Fire rated construction between emergency equipment and combustion equipment | | |
| <i>Acoustics:</i> | | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|----------------------------|----------------|-----------------------|
| | GFI Outlets. | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Ventilation | | |
| <i>Plumbing:</i> | Gas and water services | | |
| <i>Fire Suppression:</i> | Fire suppression equipment | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|----------------------|----------------|-----------------------|
| | Concrete with sealer | | |
| <i>Walls:</i> | CMU - painted | | |
| <i>Ceiling:</i> | Exposed structure | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|----------------------------------|----------------|-----------------------|
| | Steel door in HM frames, lockset | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

Millwork & Built-Ins

| <i>Built-in Items:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|---------------------|----------------|-----------------------|
| | | | |

Furniture & Equipment

| <i>Furniture:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------|---------------------|----------------|-----------------------|
| | | | |



Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Room identifier

Security Systems

Description:

Detail:

Specification:

Access Control:
Alarms:
Security Video:

Notes & Comments

Heating system to be on generator

Approvals & Revisions

Submission/Event:

Approval:

[date]



Janitor

| | | |
|----------|------------------------|------------------------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Service & Storage |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Room for service sink and cleaning equipment. |
|-----------------------------|---|

| Program Requirements | <i>Description:</i> | <i>Program:</i> | <i>Designed:</i> |
|-----------------------------------|-------------------------|-----------------|------------------|
| <i>Use:</i> | Storage/ Plumbing | 70 ea sq.ft | |
| <i>Category:</i> | Storage | sq.ft | |
| <i>Occupancy (normal/surge):</i> | 0 | | |
| <i>Frequency/Duration of Use:</i> | Service and maintenance | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

| Special Construction | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------|---------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

| Services & Environment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------------------|---------------------|----------------|-----------------------|
| <i>Electrical:</i> | GFI Outlets. | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Ventilation | | |
| <i>Plumbing:</i> | Service sink | | |
| <i>Fire Suppression:</i> | | | |

| Finishes & Materials | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|----------------------|----------------|-----------------------|
| <i>Floor/Base:</i> | Concrete with sealer | | |
| <i>Walls:</i> | CMU - painted | | |
| <i>Ceiling:</i> | Exposed structure | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|---------------------------------|----------------|-----------------------|
| <i>Doors/Frames & Hardware:</i> | wood door in HM frames, lockset | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|---------------------------------|---------------------|----------------|-----------------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------------------|---------------------|----------------|-----------------------|
| <i>Furniture:</i> | | | |
| <i>Fittings/Miscellaneous:</i> | | | |
| <i>Signage:</i> | Room identifier | | |
| <i>Audio-Visual/Special:</i> | | | |



Office Equipment: [Redacted]
Other: [Redacted]

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|---------------------|----------------|-----------------------|
| Access Control: | [Redacted] | | |
| Alarms: | [Redacted] | | |
| Security Video: | [Redacted] | | |

Notes & Comments
[Redacted]

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Loading Dock

| | | |
|----------|--------------------------------|--|
| Room No: | <i>Department:</i> Police | <i>Division/Unit:</i> Vehicles & Equipment |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Captain | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Garage space to load equipment, evidence, etc. |
|-----------------------------|--|

| Program Requirements | Description: | | | |
|-----------------------------------|--------------|------------------|-----------|--|
| <i>Use:</i> | Garage space | <i>Program:</i> | 280 sq.ft | |
| <i>Category:</i> | Garage | <i>Designed:</i> | sq.ft | |
| <i>Occupancy (normal/surge):</i> | 0 | | | |
| <i>Frequency/Duration of Use:</i> | 24 hours | | | |
| <i>Adjacencies/Separations:</i> | | | | |
| <i>Critical Dimensions:</i> | | | | |
| <i>Location/Level:</i> | First Floor | | | |
| <i>Special Requirements:</i> | | | | |

| Special Construction | Description: | Detail: | Specification: |
|-----------------------------|--------------|---------|----------------|
| <i>Fire Ratings:</i> | | | |
| <i>Acoustics:</i> | STC 50-55 | | |
| <i>Security:</i> | Locking door | | |
| <i>Other:</i> | | | |

| Services & Environment | Description: | Detail: | Specification: |
|-----------------------------------|---|---------|----------------|
| <i>Electrical:</i> | GFI Outlets | | |
| <i>Lighting:</i> | General lighting | | |
| <i>Voice/Data:</i> | | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | 60 degree minimum, general ventilation, vehicle exhaust system | | |
| <i>Plumbing:</i> | Overhead water supply, floor drains, wash sinks, washing machine/extractor. Air compressor connections. | | |
| <i>Fire Suppression:</i> | Per building | | |

| Finishes & Materials | Description: | Detail: | Specification: |
|---------------------------------|------------------------------|---------|----------------|
| <i>Floor/Base:</i> | Concrete floor slab - sealed | | |
| <i>Walls:</i> | Painted CMU | | |
| <i>Ceiling:</i> | Exposed structure - painted | | |
| <i>Colors:</i> | | | |
| <i>Other/Special:</i> | | | |

| Doors & Windows | Description: | Detail: | Specification: |
|-------------------------------------|---|---------|----------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, overhead doors with safety curtain | | |
| <i>Windows/Glazing:</i> | | | |
| <i>Window Coverings:</i> | | | |

| Millwork & Built-Ins | Description: | Detail: | Specification: |
|---------------------------------|--------------|---------|----------------|
| <i>Built-in Items:</i> | | | |

| Furniture & Equipment | Description: | Detail: | Specification: |
|----------------------------------|--------------|---------|----------------|
| | | | |



Furniture:
Fittings/Miscellaneous:
Signage:
Audio-Visual/Special:
Office Equipment:
Other:

Room identifier

Security Systems

Description: *Detail:* *Specification:*

Access Control:
Alarms:
Security Video:

Lockset (restricted key)

Notes & Comments

Approvals & Revisions

Submission/Event: *Approval:*

[date]



Drone Storage/Landing

| | | |
|----------|--|----------------------|
| Room No: | <i>Department:</i> Police | Police |
| | <i>Division/Unit:</i> Vehicles & Equipment | Vehicles & Equipment |
| | <i>Zone:</i> | |
| | <i>Location:</i> | |
| | <i>Representative:</i> Chief of Police | Chief of Police |

Primary Design Factors

| | |
|-----------------------------|---|
| <i>Design Requirements:</i> | Space dedicated to the use and storage of drones. Space to require roof access. |
|-----------------------------|---|

Program Requirements

| <i>Description:</i> | | |
|-----------------------------------|-------------------|---------------------------|
| <i>Use:</i> | Storage space | <i>Program:</i> 800 sq.ft |
| <i>Category:</i> | Specialty/Storage | <i>Designed:</i> sq.ft |
| <i>Occupancy (normal/surge):</i> | 0 | |
| <i>Frequency/Duration of Use:</i> | 24 hours | |
| <i>Adjacencies/Separations:</i> | | |
| <i>Critical Dimensions:</i> | | |
| <i>Location/Level:</i> | | |
| <i>Special Requirements:</i> | | |

Special Construction

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|----------------------|----------------|-----------------------|
| <i>Fire Ratings:</i> | | |
| <i>Acoustics:</i> | STC 50-55 | |
| <i>Security:</i> | Locking door | |
| <i>Other:</i> | | |

Services & Environment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|------------------|-----------------------|
| <i>Electrical:</i> | GFI Outlets | |
| <i>Lighting:</i> | General lighting | |
| <i>Voice/Data:</i> | | |
| <i>Communications:</i> | | |
| <i>Audio-Visual:</i> | | |
| <i>HVAC:</i> | Standard | |
| <i>Plumbing:</i> | None | |
| <i>Fire Suppression:</i> | Per building | |

Finishes & Materials

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|------------------------------|-----------------------|
| <i>Floor/Base:</i> | Concrete floor slab - sealed | |
| <i>Walls:</i> | Painted CMU | |
| <i>Ceiling:</i> | Exposed structure - painted | |
| <i>Colors:</i> | | |
| <i>Other/Special:</i> | | |

Doors & Windows

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|-----------------------|
| <i>Doors/Frames & Hardware:</i> | Wood door in HM frames, lockset, overhead doors? | |
| <i>Windows/Glazing:</i> | | |
| <i>Window Coverings:</i> | | |

Millwork & Built-Ins

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|------------------------|--|-----------------------|
| <i>Built-in Items:</i> | Storage cabinets or shelving for drone accessories | |

Furniture & Equipment

| <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------------|-----------------|-----------------------|
| <i>Furniture:</i> | | |
| <i>Fittings/Miscellaneous:</i> | | |
| <i>Signage:</i> | Room identifier | |
| <i>Audio-Visual/Special:</i> | | |
| <i>Office Equipment:</i> | | |



Other: Drones and special storage

| Security Systems | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------|--------------------------|----------------|-----------------------|
| <i>Access Control:</i> | Lockset (restricted key) | | |
| <i>Alarms:</i> | | | |
| <i>Security Video:</i> | | | |

Notes & Comments

| Approvals & Revisions | <i>Submission/Event:</i> | <i>Approval:</i> |
|----------------------------------|--------------------------|------------------|
| [date] | | |



Exterior Site

| | | |
|----------|------------------------|-----------------|
| Room No: | <i>Department:</i> | Police |
| | <i>Division/Unit:</i> | Exterior |
| | <i>Zone:</i> | Site |
| | <i>Location:</i> | |
| | <i>Representative:</i> | |

Primary Design Factors

| | |
|-----------------------------|--|
| <i>Design Requirements:</i> | Exterior site improvements to support Police & Fire Dept's operations & usage of the site & Public Safety facility. Two (2) separate & remote vehicle access/ egress points Site area allowances for future Departmental growth preferred Separate Fire training/ Burn building (prefab) & training grounds MA AAB & ADA-compliant design throughout |
|-----------------------------|--|

Program Requirements

| <i>Use:</i> | <i>Description:</i> | <i>Program:</i> | <i>tbd sq.ft</i> |
|-----------------------------------|--|------------------|------------------|
| <i>Public Available Parking:</i> | Handicap accessible public parking and building entrance | <i>Designed:</i> | <i>sq.ft</i> |
| <i>Police Parking:</i> | 50-60 onsite | | |
| <i>Occupancy (normal/surge):</i> | Varies | | |
| <i>Frequency/Duration of Use:</i> | 24/7 | | |
| <i>Adjacencies/Separations:</i> | | | |
| <i>Critical Dimensions:</i> | | | |
| <i>Location/Level:</i> | | | |
| <i>Special Requirements:</i> | | | |

Special Construction

| <i>Impound:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------|---|----------------|-----------------------|
| <i>Other:</i> | Fenced/secured impound storage (10 vehicles) Motorcycle concrete parking area Electric vehicle charging station(s) Dumpster in screen enclosure Landscaping & privacy screening | | |

Services & Environment

| <i>Electrical:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|--------------------------|---------------------|----------------|-----------------------|
| <i>Lighting:</i> | GFI Outlets | | |
| <i>Voice/Data:</i> | General lighting | | |
| <i>Communications:</i> | | | |
| <i>Audio-Visual:</i> | | | |
| <i>HVAC:</i> | Standard | | |
| <i>Plumbing:</i> | None | | |
| <i>Fire Suppression:</i> | Per building | | |

Finishes & Materials

| <i>Floor/Base:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-----------------------|------------------------------|----------------|-----------------------|
| <i>Walls:</i> | Concrete floor slab - sealed | | |
| <i>Ceiling:</i> | Painted CMU | | |
| <i>Colors:</i> | Exposed structure - painted | | |
| <i>Other/Special:</i> | | | |

Doors & Windows

| <i>Doors/Frames & Hardware:</i> | <i>Description:</i> | <i>Detail:</i> | <i>Specification:</i> |
|-------------------------------------|--|----------------|-----------------------|
| <i>Windows/Glazing:</i> | Wood door in HM frames, lockset, overhead doors? | | |



Window Coverings:

| Millwork & Built-Ins | Description: | Detail: | Specification: |
|---------------------------------|--|---------|----------------|
| Built-in Items: | Storage cabinets or shelving for drone accessories | | |

| Furniture & Equipment | Description: | Detail: | Specification: |
|----------------------------------|----------------------------|---------|----------------|
| Furniture: | | | |
| Fittings/Miscellaneous: | | | |
| Signage: | Room identifier | | |
| Audio-Visual/Special: | | | |
| Office Equipment: | | | |
| Other: | Drones and special storage | | |

| Security Systems | Description: | Detail: | Specification: |
|-------------------------|--------------------------|---------|----------------|
| Access Control: | Lockset (restricted key) | | |
| Alarms: | | | |
| Security Video: | | | |

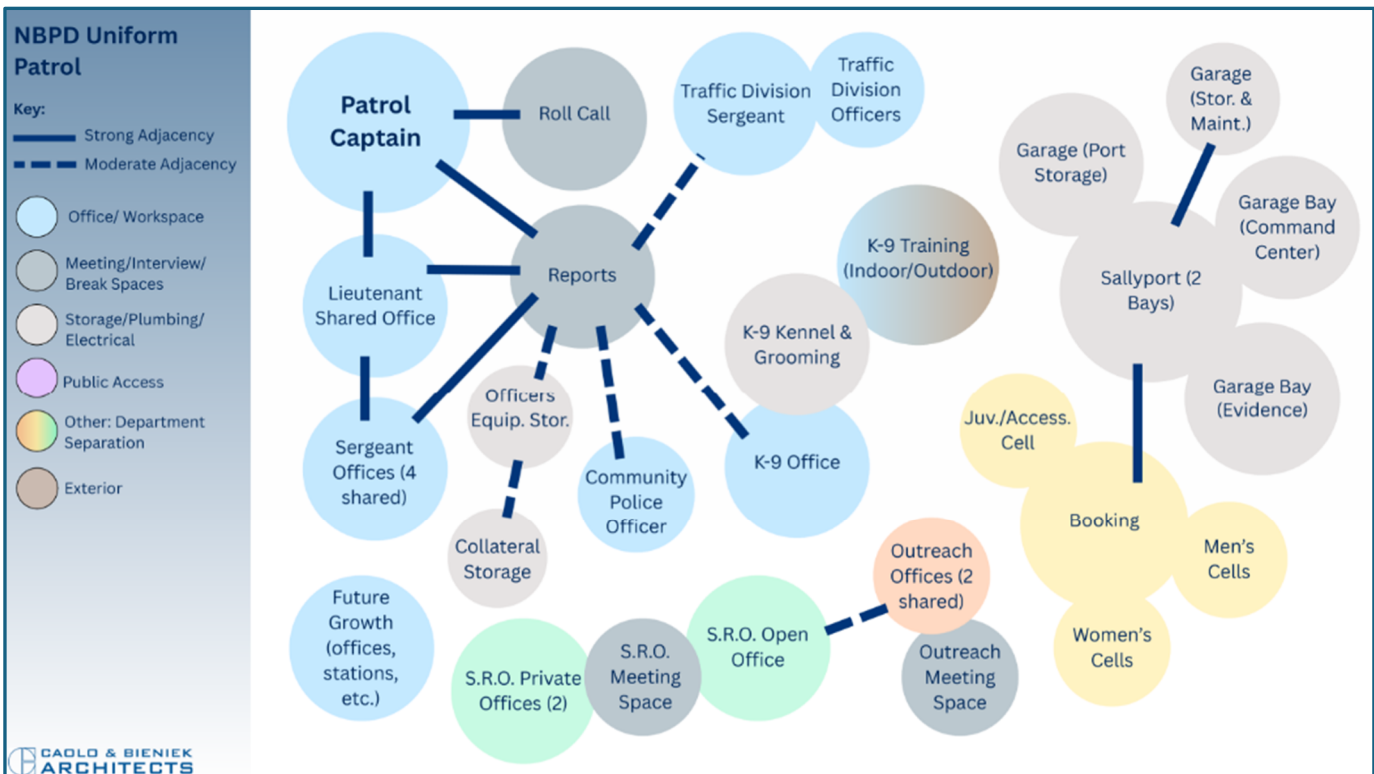
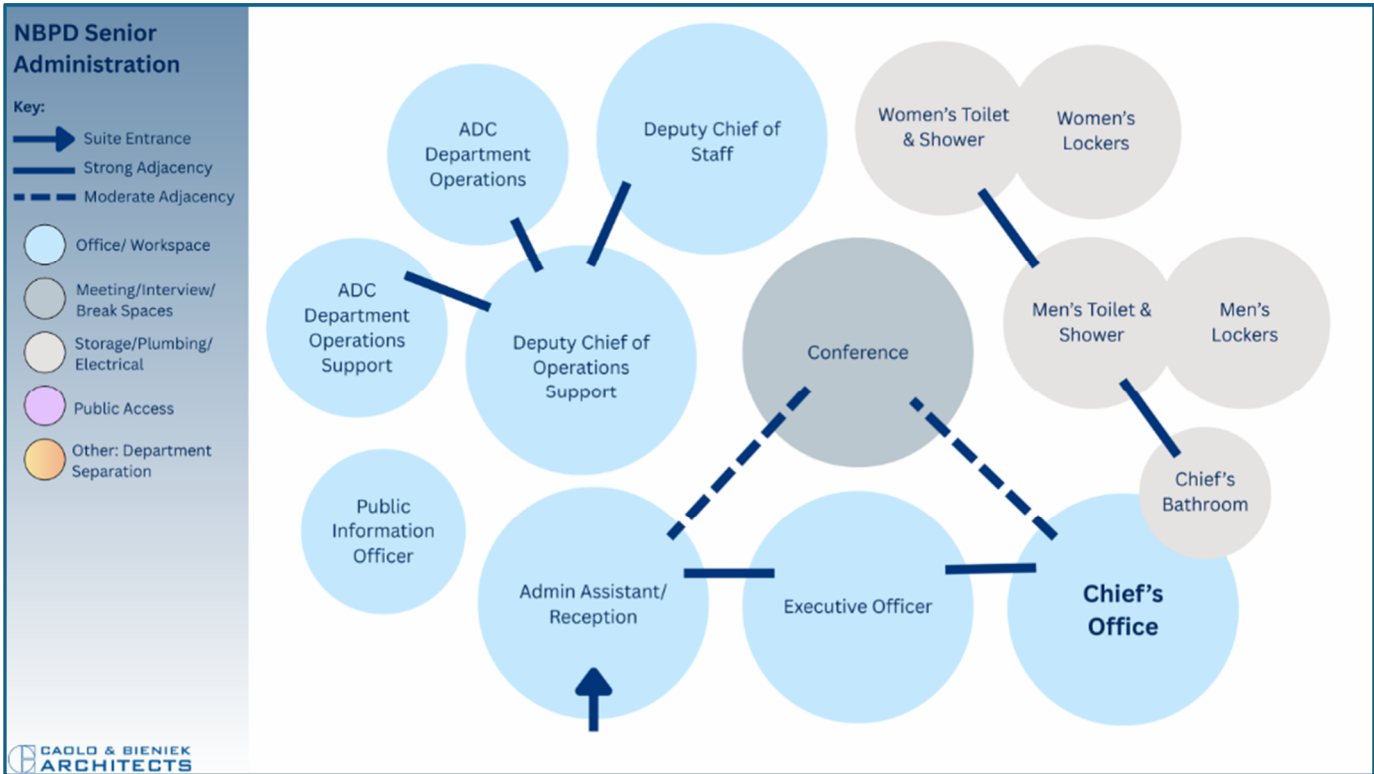
Notes & Comments

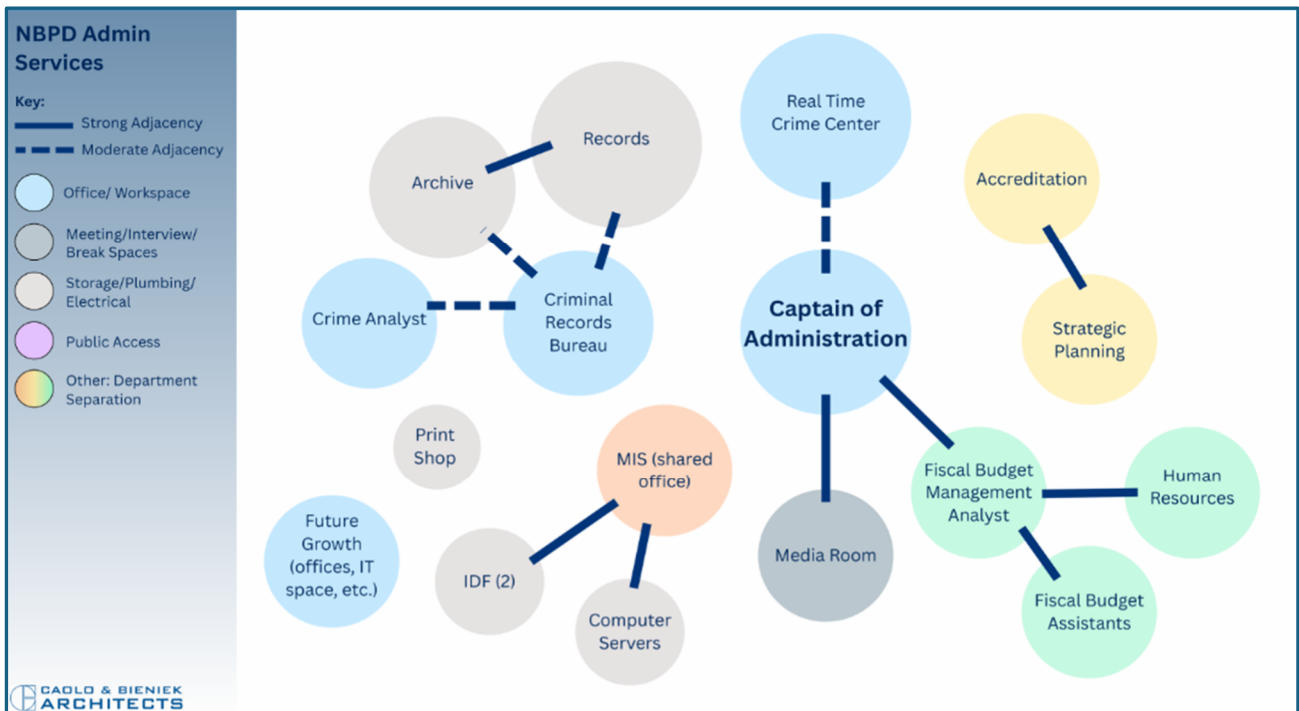
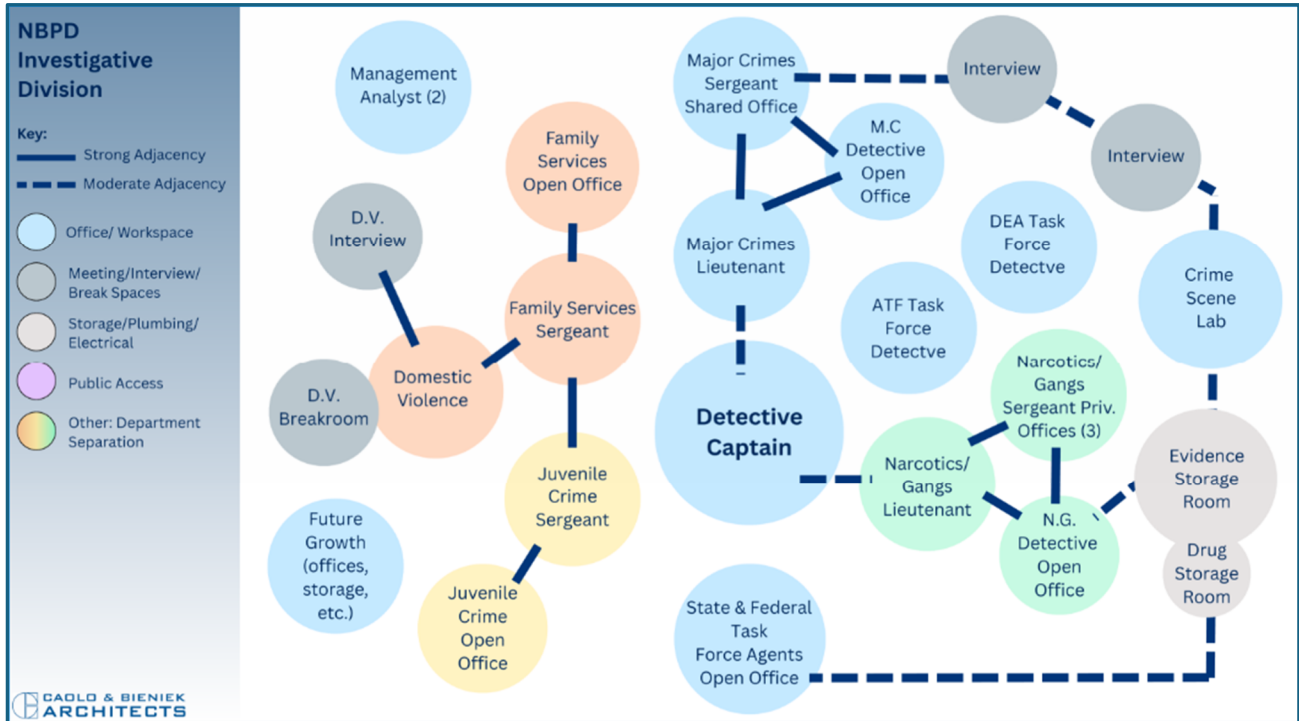
| Approvals & Revisions | Submission/Event: | Approval: |
|----------------------------------|-------------------|-----------|
| [date] | | |

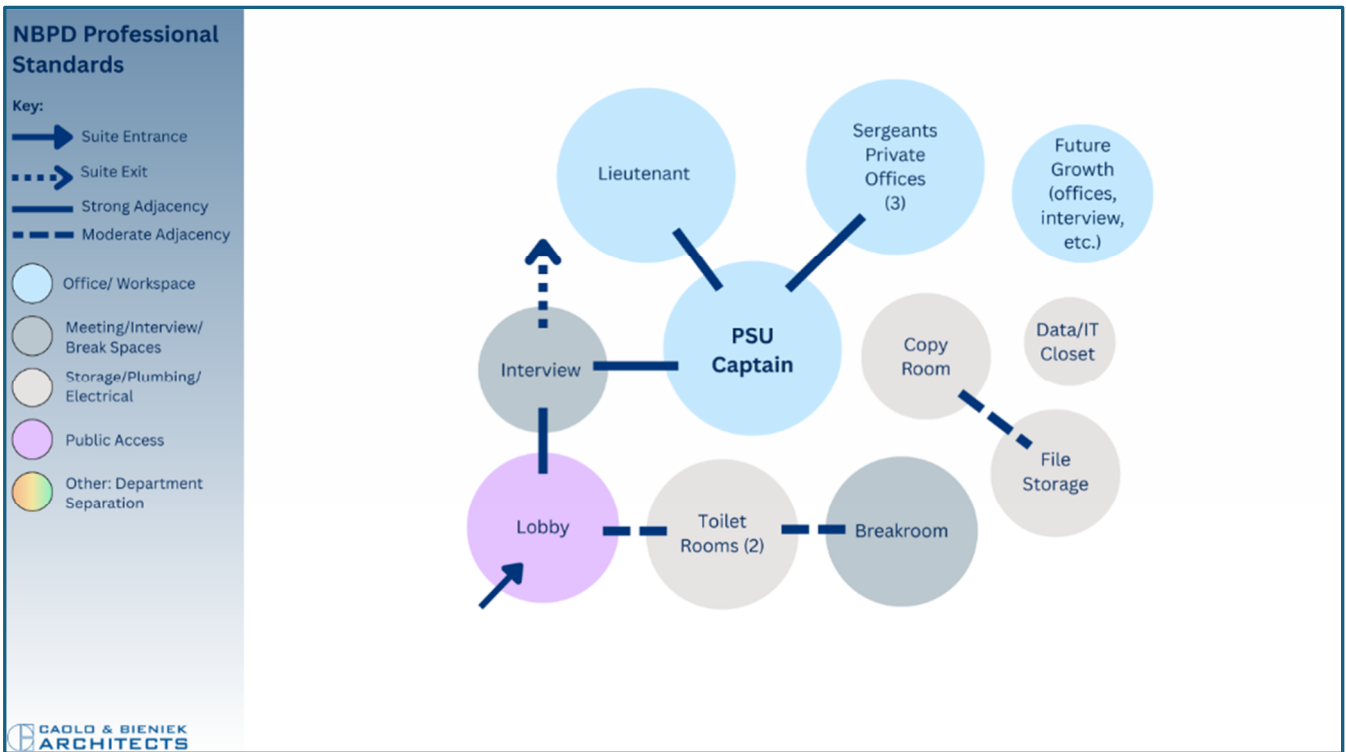
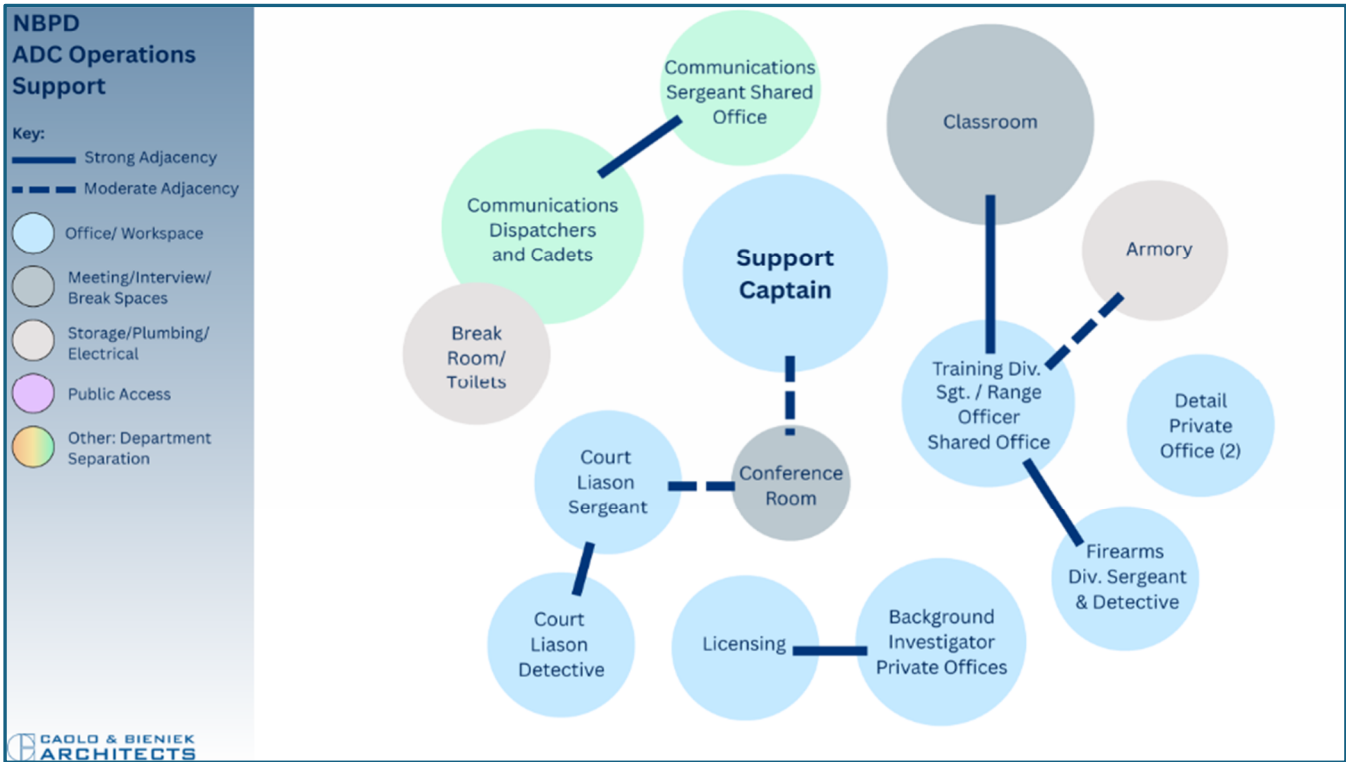


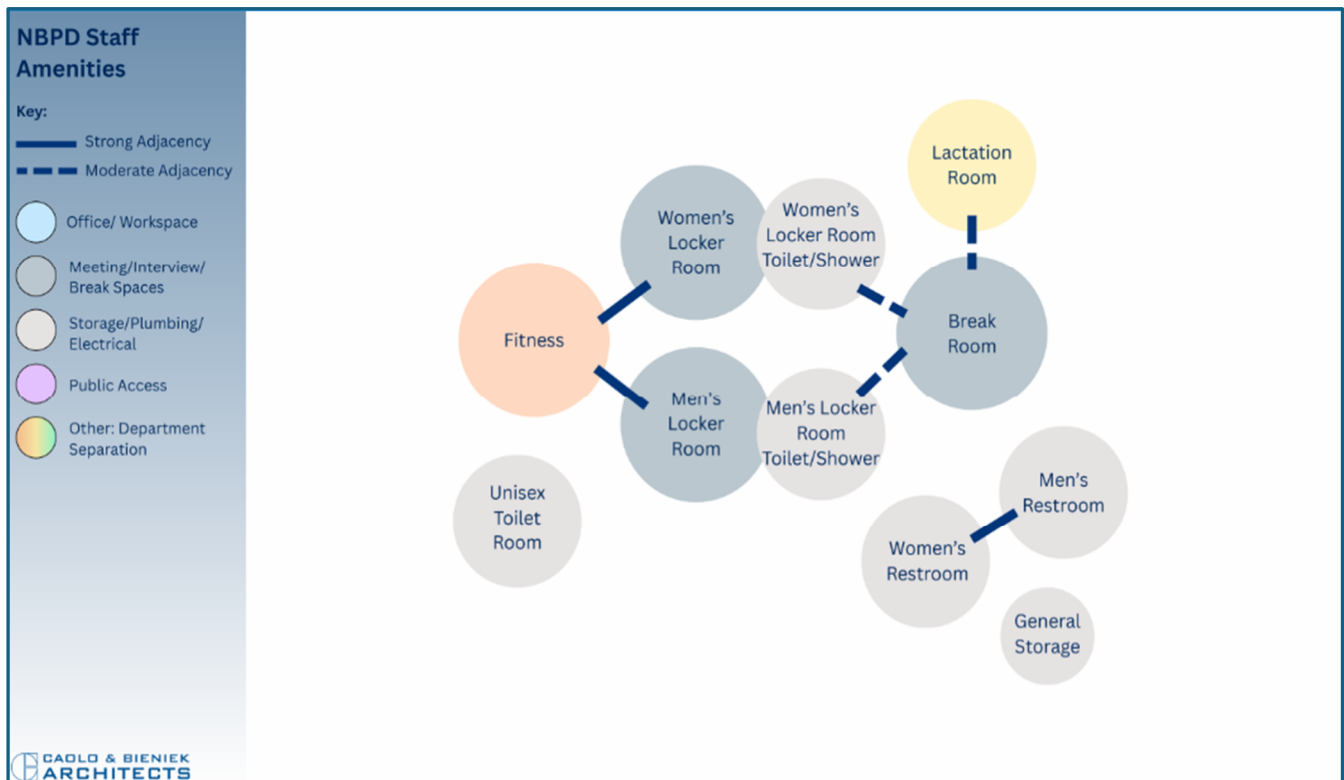
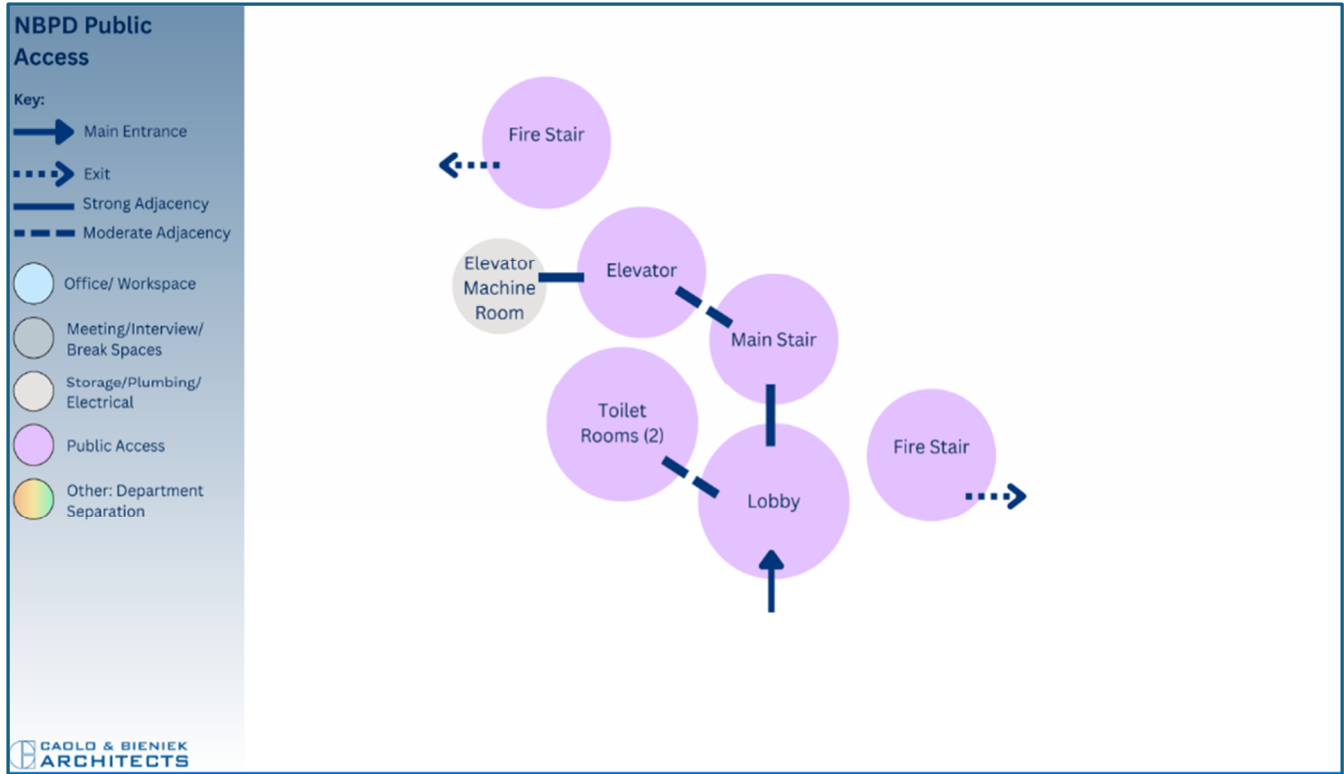
3.5 – Room Adjacencies

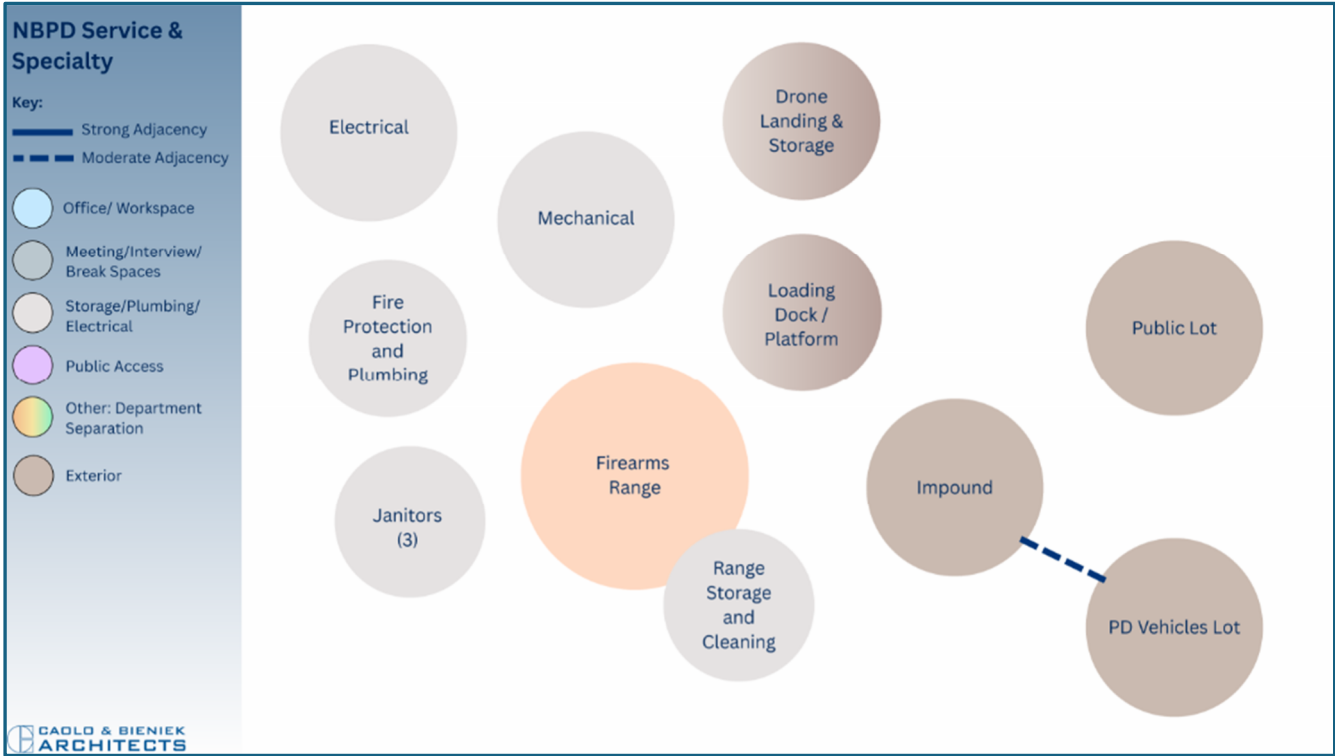
The CBA Team produced “bubble diagrams” to ensure that the proposed operations and special needs for the New Bedford Police Department were being captured in the Building Program for the new police facility. Bubble diagrams are a tool used by architects to organize and represent the relationships between different functional areas or components in a building design. This process breaks down the layout of Police Department Division to show a conceptual layout on that area of building may function. These layouts convey adjacencies of rooms and spaces to each other, which rooms have access to each other and indicate which Division oversees this space by the color indicated in the bubble. These layouts are not meant to be final designs but are intended to gather information from the building users for room locations, sizes, security levels, adjacencies and assignment. All of this information impacts the size of spaces, circulation (corridors) requirements, access to specialized areas of the building and any equipment needs. The following bubble diagrams reflect the Building Program of the new facility recommended in this study.













Part 4 – Building Site Exploration

4.1 – Conceptual Site Exploration Summary

To provide additional clarity on functional performance considerations, two site locations in New Bedford were explored, each with their own programming and layout options. The sites used for these test fit designs were identified by the City for conceptual layouts only. GIS mapping and existing City data were used as the base layout for these sites. As a project develops and a building site chosen, onsite investigations in the form of surveys, geotechnical borings, environmental testing should be performed. The sites used for conceptual layouts are the following:

- **360 Coggeshall Street**
- **Church Street Vacant Parcel**

Using the Building Program included in this study, the design team developed site plan options to test fit the proposed building for Design Options 1-4. The general site plan requirements for the Headquarters should include the following for Police operations:

- Separation of Police vehicles and equipment from general public circulation.
- Direct access onto the public streets for efficient response times.
- A secondary emergency response driveway away from public access.
- Circulation and turning movement space with clearance for safe operations of all Police Vehicles and equipment.
- Compliance with the Town's zoning, planning and conservation commission requirements. Variances from specific requirements may be required for the project.
- Adequate number of parking spaces for public, Police Staff, and Patrol officers (including shift overlap)
- Space for impound, Trailers, and other Police or site-specific equipment and utility.
- A secure and protected approach to the building at the entrances.

The conceptual diagram options provide a practical fit test of how the recommended space program may perform when translated into an actual building. By examining the departmental adjacencies, circulation patterns, and site relationships, the diagrams help validate programming assumptions and identify both functional strengths and potential constraints. This additional exploration enhances the study's ability to support informed, data-driven decisions in subsequent phases of planning and design.

Based on the configuration of site, the characteristics and location within the City, various options to accommodate the Building Program were explored. The options included exploring the use of a basement and adjusting the number of floors or stories to achieve a building and site layout that fit the needs.

4.2 – Conceptual Site Exploration Summary – Site One: 360 Coggeshall Street

Option One: 360 Coggeshall Street, 3 Floors + Basement- through demolition of existing "PAACA" building on site and construction of a new Police Headquarters.

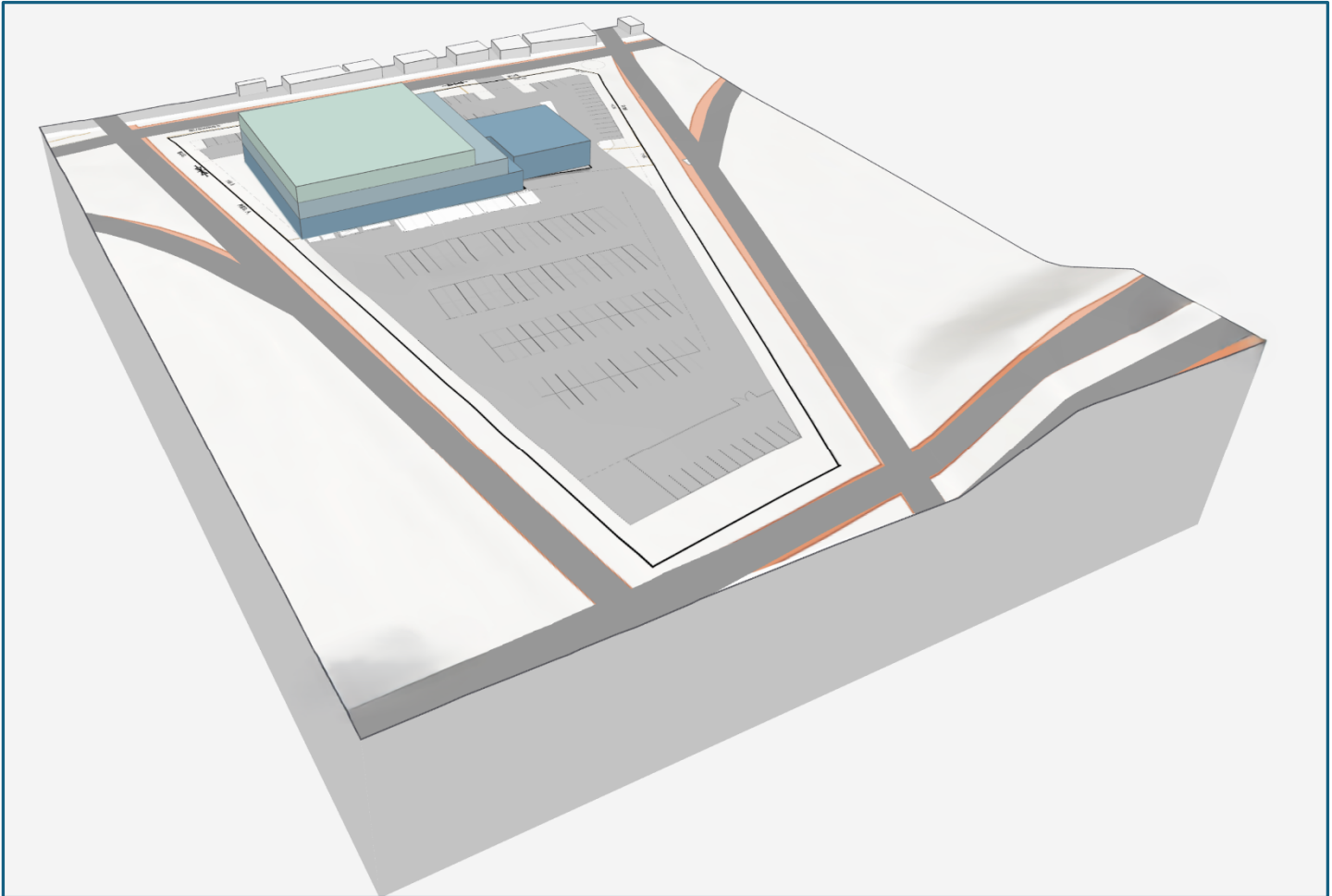
Option Two: 360 Coggeshall Street, 4 Floors- through demolition of existing "PAACA" building on site and construction of a new Police Headquarters.

Option Three: 360 Coggeshall Street, 3 Floors- - through demolition of existing "PAACA" building on site and construction of a new Police Headquarters.



4.3 – Conceptual Site Exploration Summary – Site Two: Church Street

Option Four: Church Street Vacant Parcel, 3 Floors- through construction of a new Police Headquarters on the vacant site.



Option 1 and 3 3D Site

Option One: 360 Coggeshall Street, 3 Floors + Basement- through demolition of existing "PAACA" building on site and construction of a new Police Headquarters.

Pros:

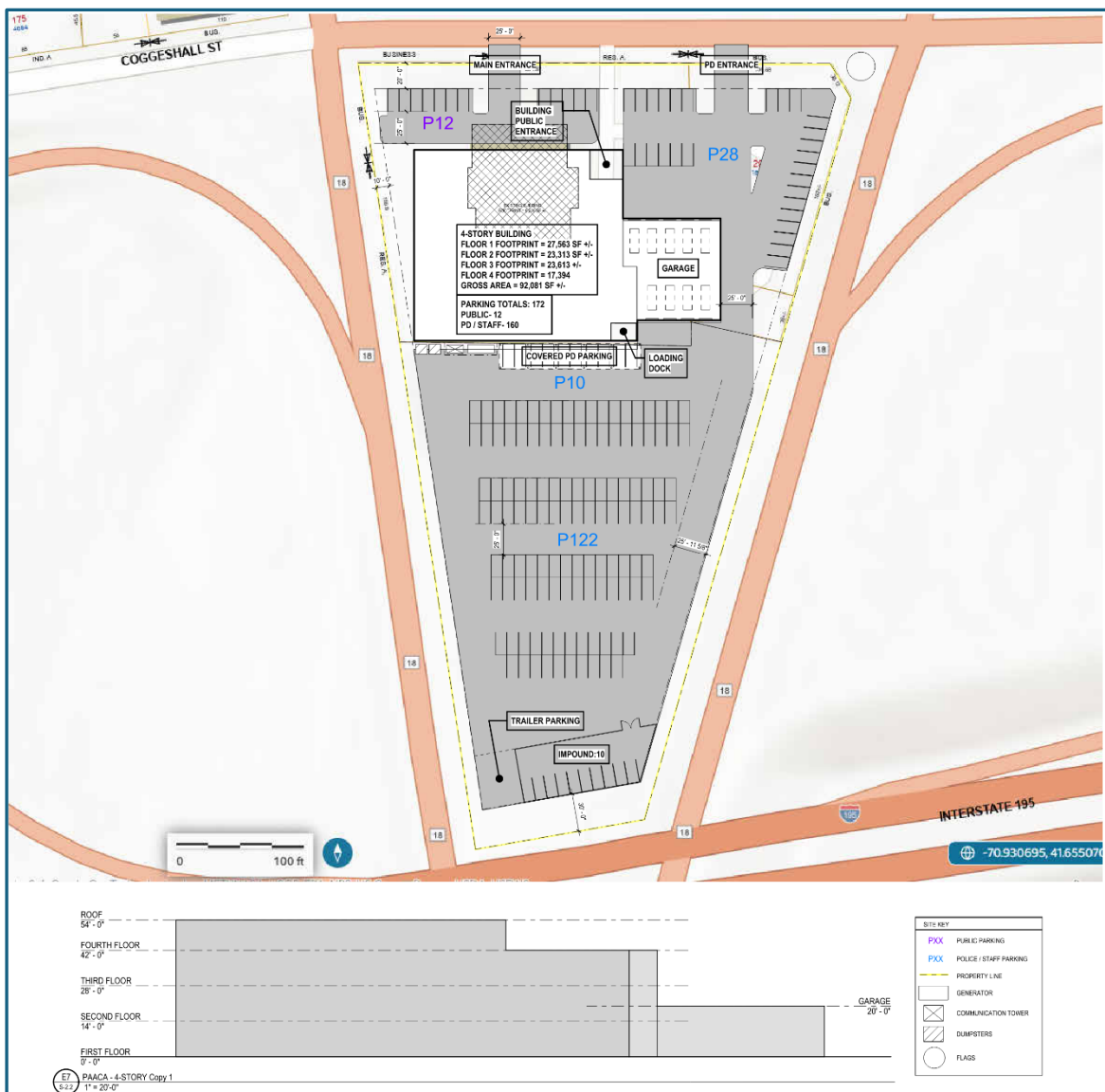
- Maintains key adjacencies on the ground floor for Booking, Investigative offices, Evidence Storage, Crime Lab, and Records
- Basement level provides additional space for Mechanical, Electrical, the Firearms Range, and other related spaces
- Preserves efficient stacking of operational and administrative functions

Cons:

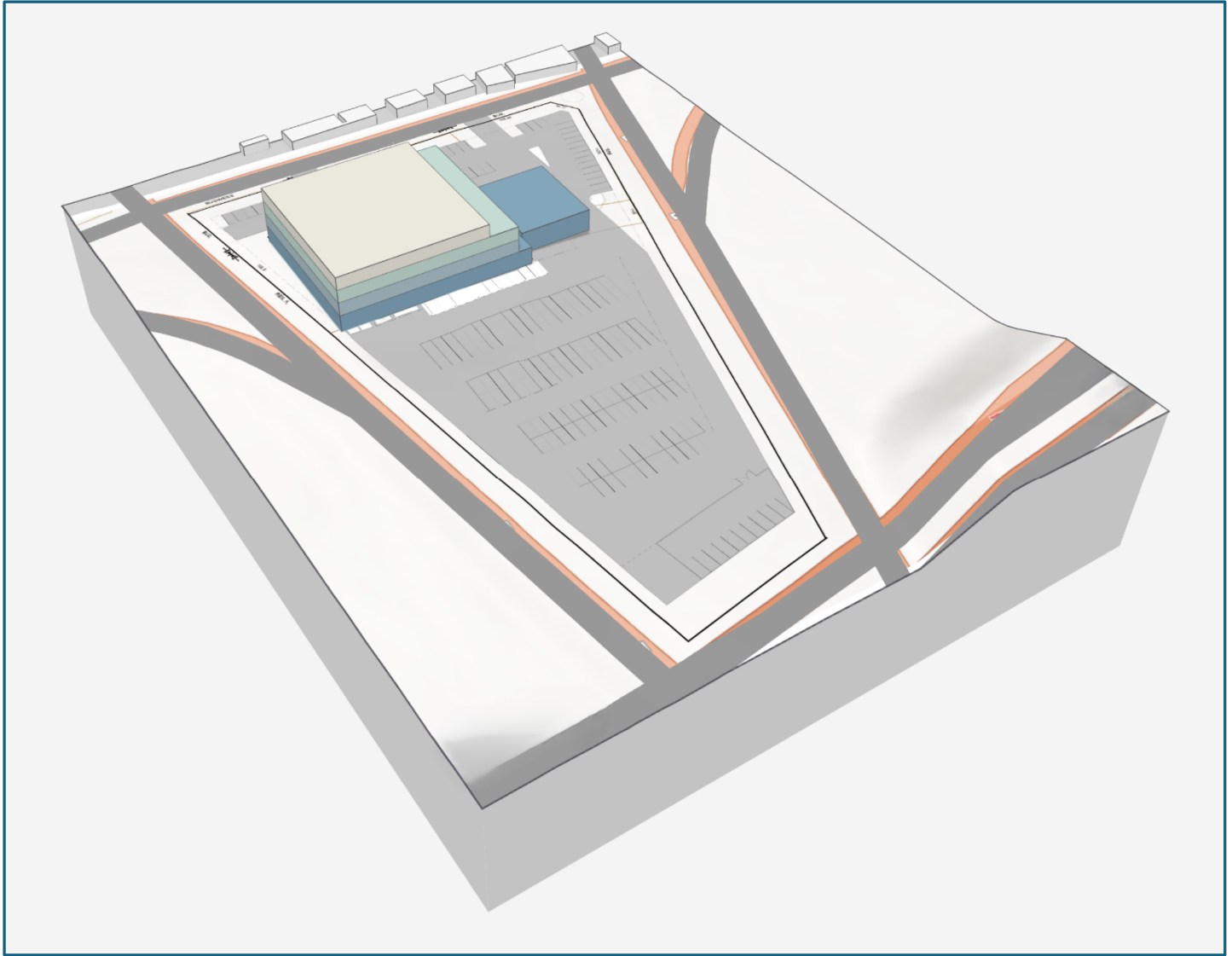
- Construction and vertical circulation must account for a basement level
- Basement level spaces do not guarantee natural light



Option 2 demonstrates a layout that accommodates the construction of a new Police Headquarters off of Coggeshall Street and distributes departmental functions across four floors. This scheme maintains Booking and Records on the ground floor and allows for appropriate access for public-facing functions and controlled intake operations. Other divisions and services are distributed across the remaining three floors. While this stacking provides clear departmental separation, it introduces increased vertical circulation between operational, investigative, and administrative functions. The lack of preferred adjacencies between Booking, Evidence, Detective offices, and the Lab, combined with the separation of support services and conference areas may create added day-to-day strain and reduce opportunities for immediate coordination. Overall, this option maintains some key ground floor functions but requires careful consideration of workflow impacts, communication efficiency, and circulation of the public and staff across the four levels. The site configuration remains the same as Option 1.



Option 2 Site Plan & Section



Option 2 3D Site

Option Two: 360 Coggeshall Street, 4 Floors- through demolition of existing "PAACA" building on site and construction of a new Police Headquarters.

Pros:

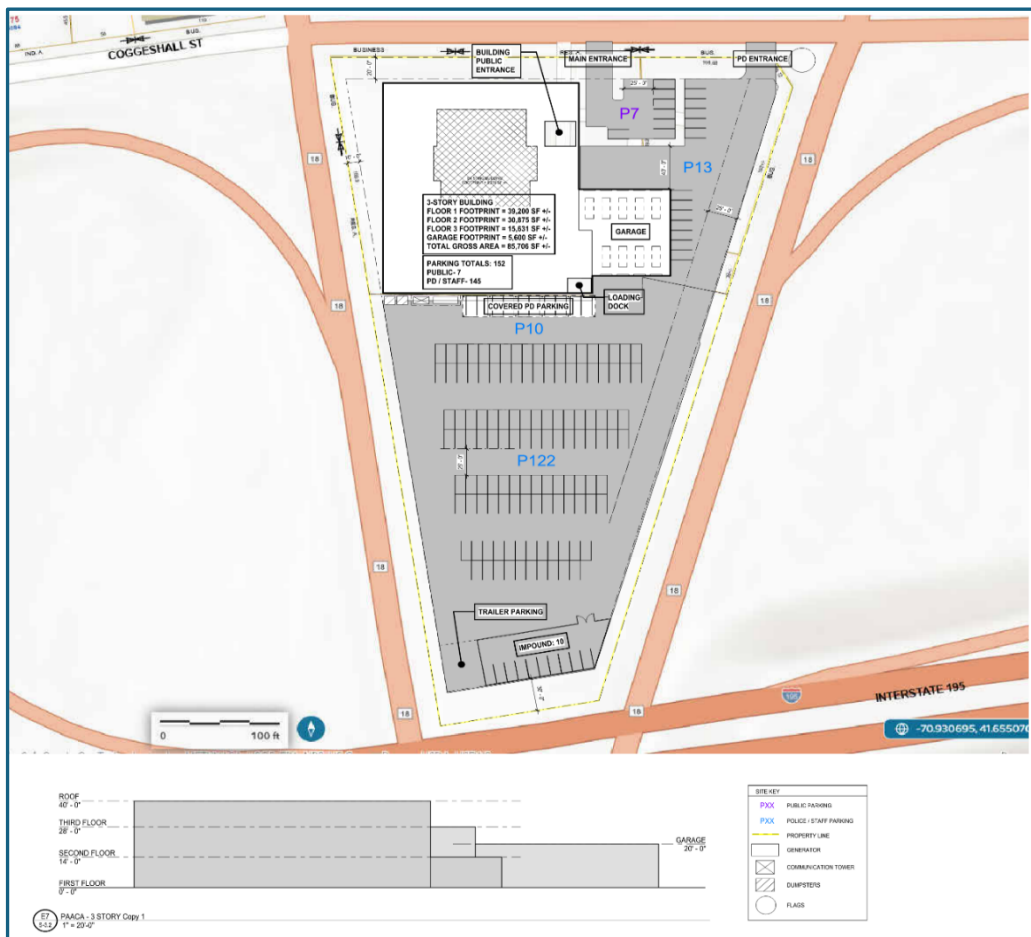
- Maintains key adjacencies on the ground floor for Booking and Records
- All floors have access to sufficient natural light

Cons:

- Does not preserve preferred adjacencies between Booking, Evidence, and other Investigative Offices
- Increased vertical circulation across four floors
- Reduced opportunity for immediate department coordination



Option 3 demonstrates the construction of a new Police Headquarters off of Coggeshall Street and distributes departmental functions across three floors. This scheme maintains the preferred operational adjacencies identified during programming. Booking, Evidence and the Lab, O.C.I.B. and Major Crime offices, Records, Firearms, and Internal Affairs are consolidated on the first floor, supporting efficient workflows, secure evidence handling, and direct coordination between closely related divisions. Also, locating Internal Affairs on the first floor allows for a dedicated entrance and separate interview room access, enhancing privacy, and discrete controlled circulation for sensitive matters. The second floor accommodates Administrative Services, Patrol offices, Family Services, and staff amenities, providing logical grouping of support and operational functions. Senior Administration, Dispatch, and associated leadership spaces are located on the third floor, which maintain appropriate separation from public-facing areas. While this configuration strengthens internal operational relationships, the expanded building footprint required to achieve these adjacencies significantly impacts the site. Under this option. Public parking is limited to approximately only seven spaces and staff, and patrol parking is reduced considerably as well. The reduction of parking and constrained exterior spaces may present challenges related to public access, shift overlaps, and future staff growth. Overall, Option 3 improves internal adjacency relationships but does so at the expense of exterior site capacity and parking availability, thus requiring careful consideration of operational priorities relative to site limitations.



Option 3 Site Plan and Section



Option three: 360 Coggeshall Street, 3 Floors- - through demolition of existing "PAACA" building on site and construction of a new Police Headquarters.

Pros:

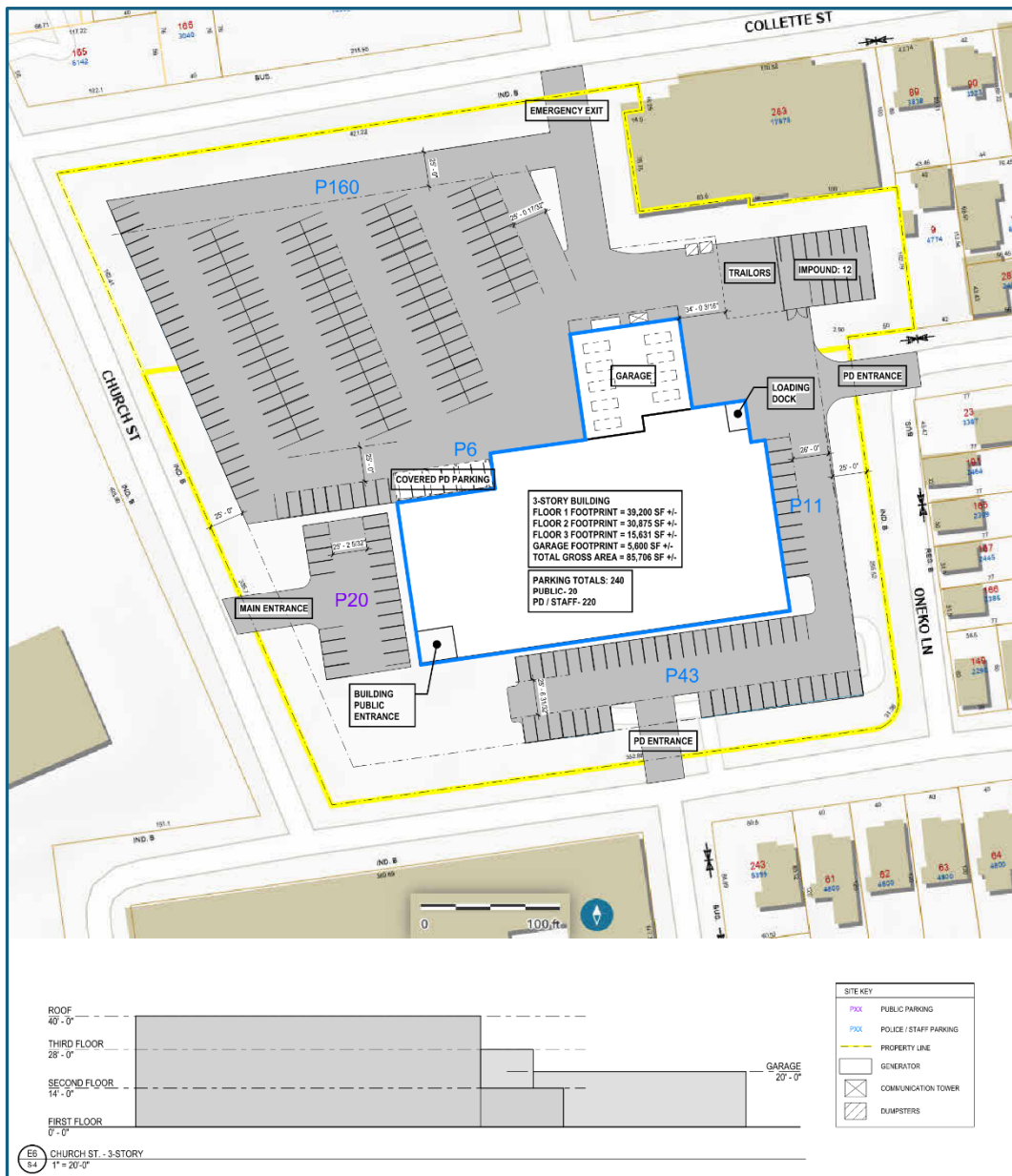
- Maintains key adjacencies between Booking, Evidence, and Investigative Offices
- All floors have access to sufficient natural light
- First floor Internal Affairs supports dedicated entrance and exits
- Reduces vertical circulation and construction in comparison to a four-floor option

Cons:

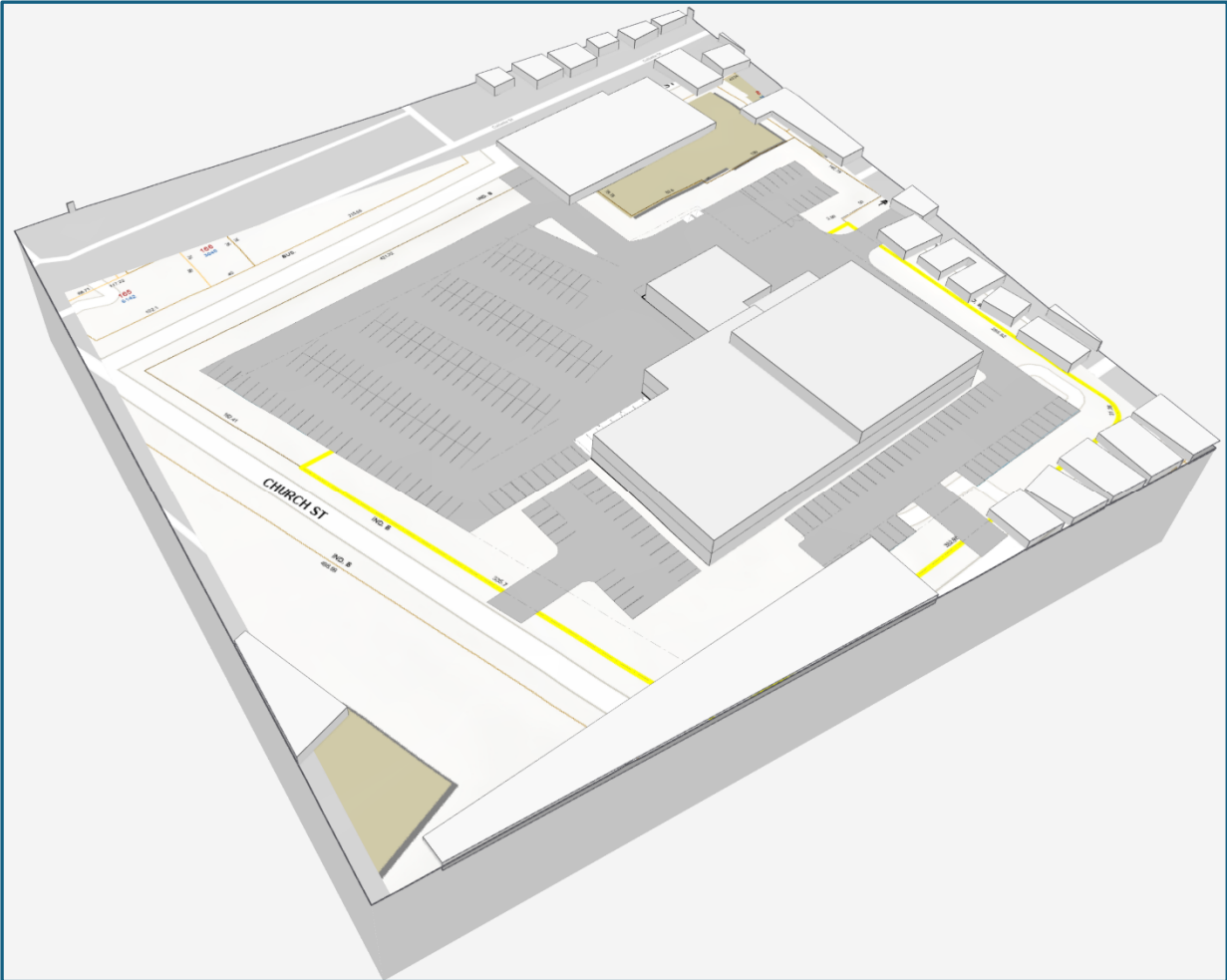
- Expanded footprint significantly reduces available site area
- Significant decrease in both public and staff parking spaces
- Limited exterior flexibility for fleet, impound, and potential future expansion



Option 4 demonstrates the construction of a new Police Headquarters on a vacant parcel off of Church Street and maintains the internal programming and departmental adjacencies established in Option 3. While it is a five-minute drive from the highway, it allows for expanded on-site parking and improved exterior flexibility, as well as an additional dedicated PD entrance. Increased public and department parking better supports daily operations, shift overlap, fleet needs, and long-term growth considerations. The larger site footprint also provides greater opportunities for secure exterior areas and potential building expansion. In summary, Option 4 preserves the overall function and operational efficiencies achieved through a three-floor layout and preferred programming relationships while alleviating the site and parking constraints identified in Option 3.



Option 4 Site Plan and Section



Option 4 3D Site

Option Four: Church Street Vacant Parcel, 3 Floors- through construction of a new Police Headquarters on the vacant site.

Pros:

- Maintains key adjacencies and access to natural light similar to Option 3
- Maintains dedicated Internal Affairs first-floor access
- Reduces vertical circulation and construction in comparison to a four-floor option
- Expanded parking capacity and efficient Patrol circulation
- Greater exterior flexibility for fleet, impound, and long-term growth

Cons:

- No direct highway access (5-minute drive)
- Present utility Right-Of-Way on the property



End of the Study