

Village of Minerva Park

Community Building
Preliminary Building Program

Space Name:	Quantity of Spaces:	Quantity of Staff:	Area / SF:	Total Area / SF:	Characteristics:	Finishes:	Equipment:	Millwork/ Cabinetry:	Furniture:	Plumbing:	HVAC:	Electrical:	Security / IT:	Remarks:	PRIORITY: 1-essential, 2-needed, 3-desired
Public Entrance/ Lobby	1		150	150	Can be combined with police public entry. Display area for historical items. <u>is a donor wall needed?</u>	WALL: Painted. Wood a feature CLG: 75% Ceiling Tile, 25% Gypsum FLR: Large Format Porcelain Tile	N/A	Service counter	Seats for waiting visitors	Just got a new drinking fountain w/bottle filler, get spec info	Standard heating and air conditioning		cameras at entries, going to need follow-up meet	Adjacent to front desk	1
Front Desk	1	1	85	85	Large "teller" window at visitor counter, direct view to entry. Workstation plus seat at teller window.	WALL: Painted CLG: Ceiling Tile FLR: Carpet w/Padding	Desktop computer, phone.	Front desk at lobby service counter	Workstation, task Chair, monitor arm, counter stool. Coat storage	N/A	Standard heating and air conditioning	Power equipment. Convenience outlets at workspaces.	Ability to remotely let people in.	Adjacent to public entrance.	1
Men's Public Restroom	1		150	150		WALL: Painted. Tile at wet walls CLG: Exposed to structure FLR: Large Format Porcelain Tile	Towel dispensers, soap dispensers, toilet paper dispensers, lockable stalls	Sink Counter, Mirror	Trash receptacle	2 Toilets, 2 Sinks	Standard heating and air conditioning	Lighting at mirrors. Convenience outlets at countertops.		Adjacent to public entrance. Additional toilets if required by code.	1
Women's Public Restroom	1		150	150		WALL: Painted. Tile at wet walls CLG: Exposed to structure FLR: Large Format Porcelain Tile	Towel dispensers, soap dispensers, toilet paper dispensers, lockable stalls	Sink Counter, Mirror	Trash receptacle	2 Toilets, 2 Sinks	Standard heating and air conditioning	Lighting at mirrors. Convenience outlets at countertops.		Adjacent to public entrance. Additional toilets if required by code.	1
Family Public Restroom	1		85	85		WALL: Painted. Tile at wet walls CLG: Exposed to structure FLR: Large Format Porcelain Tile	Towel dispensers, soap dispensers, toilet paper dispensers	Sink Counter, Mirror	Trash receptacle	Toilet, Sink	Standard heating and air conditioning	Lighting at mirrors. Convenience outlets at countertops.	Lockable	Adjacent to multi-purpose room.	1
Conference Room / Workroom	2		120	240	Adjacent to public entrance and council chambers. Room for small conferencing or breakout workspace. Solid walls and doors. Operable partition between.	WALL: Painted CLG: Ceiling Tile FLR: Carpet w/Padding	Phone, TV/Monitor	N/A	Powered Conference table and chairs	N/A	Standard heating and air conditioning	Power equipment. Convenience outlets.	Connection of TV/Monitor to table. Lockable	Minimize sound transfer through walls.	2
Shared Office	1	2	150	150	Office for planner and code enforcement officer. Adjacent to records storage.	WALL: Painted CLG: Ceiling Tile FLR: Carpet w/Padding	(2) Desktop Computers and phones	N/A	(2) Workstations w/file storage & shelf storage. (2) Task Chairs, coat storage	N/A	Standard heating and air conditioning	Power equipment. Convenience outlets at workspaces.	Lockable		1
Record Storage	1		85	85	Adjacent to shared office, solid door, walls to deck	WALL: Painted CLG: Exposed to structure FLR: Sealed concrete	N/A	N/A	File cabinets, Worksurface	N/A	Standard heating and air conditioning	Convenience outlet	Lockable		1.5
Mayor's Office	1	1	150	150	Near public entrance, adjacent to conf room	WALL: Painted CLG: Ceiling Tile FLR: Carpet w/Padding	Desktop computer, phone	N/A	Desk, task chair, 2 guest chairs, monitor arm, file cabinets, bookshelves, coat storage	N/A	Standard heating and air conditioning	Power equipment. Convenience outlets at worksurface.	Lockable		1
Clerk of Courts Office	1	1	150	150	Centrally located between admin and police. Adjacent to courtroom. Place between 2 entrances with windows to each.	WALL: Painted CLG: Ceiling Tile FLR: Carpet w/Padding	Desktop computer, phone, printer	N/A	Desk +touch down station/counter, 2 task chairs, guest chair, monitor arm(s), file cabinets, bookshelves, coat storage	N/A	Standard heating and air conditioning	Power equipment. Convenience outlets at worksurface.	Camera to entrances. Ability to remotely let people in. Lockable		1
Staff Restroom	2		85	170	Located near Admin offices	WALL: Painted. Tile at wet walls CLG: Exposed to structure FLR: Large Format Porcelain Tile	Towel dispensers, soap dispensers, toilet paper dispensers	Sink Counter, Mirror	Trash receptacle	Toilet, Sink	Standard heating and air conditioning	Lighting at mirror. Convenience outlets at countertops.	Lockable		1
Multipurpose Room (& Courtroom)	1		1,200	1,200	Adjacent to council chambers. Space to entertain 150 people. Wall of glass windows/doors that open to the outside. Elevated "stage" area 6'-0" AFF for Dias when needed. Operable partition to create (2) mid-sized conference rooms. Glass front/doors.	WALL: Painted CLG: Open to structure +acoustic Solution FLR: Carpet w/Padding	2 TV/Monitors 75"	Coat closet	Storable Dias. Conference Chairs. Stacking/ Nesting Chairs. Stacking/ Nesting Tables	N/A	Standard heating and air conditioning	Power equipment, convenience outlets	AV hookups, microphones, HDMI hookup. Need a meeting with technology engineer +camera	Minimize sound transfer through walls.	1
Kitchenette	1		100	100	Open to the multi-purpose room. Could be combined with breakroom.	WALL: Paint. Tile at backsplash. CLG: Exposed to structure FLR: Resilient Plank	Fridge, Keurig (two in one), 2 good microwaves	lots of Countertops	N/A	Sink	Standard heating and air conditioning, ventilation	Power equipment. Convenience outlets at countertops. Direct lighting on countertops.	N/A		2
Storage	1		85	85	Adjacent to multi-purpose room. Double doors.	WALL: Paint CLG: Exposed to structure FLR: Match adjacent	N/A	N/A	Chair/table stacking dolly as needed	N/A	Standard heating and air conditioning	Convenience outlets	Unlocked		1
Employee Entrance	1		40	40		WALL: Paint CLG: Open to structure FLR: Walk off carpet	N/A	N/A	N/A	N/A	Standard heating and air conditioning	N/A	Cameras		3

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Deck	1			0		WALL: N/A CLG: N/A FLR:								Overlooking lake.	3
Copy/Print Station	1		200	200	Centrally located between admin and police. Plan for 3 people working in space at a time.	WALL: Painted CLG: Ceiling Tile FLR: Resilient Plank	Large Printer, postage machine, countertop printer, laminator (+power for future needs)	Worksurface, paper/supply storage	N/A	N/A	Standard heating and air conditioning	Power equipment. Convenience outlets at worksurface.			1
Breakroom (Shared Space)	1		250	250	Shared space between admin and police. Could be combined with kitchenette.	WALL: Paint. Tile at backsplash. CLG: Open to structure FLR: Resilient Plank	Fridge (ice and water), Keurig maker, Microwave (air fryer in future)	Countertops, storage cabinets, build in the trash	Counter stools, standard tables & chairs	Sink, ice maker, Coffee line	Standard heating and air conditioning, ventilation	Lighting on countertops, charging spots for phones (USB receptacles)	TV		1
Police Public Entrance Vestibule	1		40	40	Glass system and doors	WALL: Painted CLG: Open to structure FLR: Resilient Plank	N/A	N/A	seating	Drinking fountain with water bottle filler if not combined with admin public entry	Standard heating and air conditioning		Camera	Shared vestibule with Admin? Transaction Counter.	2
Reports Room	1		120	120	Private room, solid door. Adjacent to public entrance.	WALL: Painted CLG: Ceiling Tile FLR: Carpet w/Padding	Phone	N/A	Desk w/a drawer. Task chair +2 guest chairs	N/A	Standard heating and air conditioning	Power equipment. Convenience outlets at worksurface.	N/A		3
Equipment Storage	1		100	100		WALL: Painted CLG: Open to structure FLR: Sealed concrete	storage system	N/A	N/A	N/A	Standard heating and air conditioning	N/A		Meeting with storage rep needed.	1
Armory	1		85	85		WALL: Painted CLG: Open to structure FLR: Sealed concrete									1
Evidence Storage	1		100	100	Adjacent to processing/ holding room	WALL: Painted CLG: Open to structure FLR: Sealed concrete	Lockable passthrough between evidence storage room and holding room, storage system	Work counter	small desk and chair, standing height	N/A	Standard heating and air conditioning	N/A	Camera at door (not needed inside)	Meeting with storage rep needed.	1
File Storage	1		85	85	current files (2) 4-high cabinets out in open office +archive file room (4-5 years)	WALL: Painted CLG: Open to structure FLR: Sealed concrete	Storage system +file cabinets	Work counter would be nice	N/A	N/A	Standard heating and air conditioning	N/A		Meeting with storage rep needed.	2
Chiefs Office	1	1	150	150	Adjacent to open office	WALL: Painted CLG: Ceiling Tile FLR: Carpet w/Padding	Desktop computer, phone, printer	N/A	Desk, task chair, 2 guest chairs, meeting table w/2 chairs, monitor arm, coat storage	N/A	Standard heating and air conditioning	Power equipment. Convenience outlets at worksurface.	Lockable		1
Lieutenant Office	1	1	120	120		WALL: Painted CLG: Ceiling Tile FLR: Carpet w/Padding	Desktop computer, phone, printer	N/A	Desk, task chair, 2 guest chairs, coat storage	N/A	Standard heating and air conditioning	Power equipment. Convenience outlets at worksurface.	Lockable		1
Open Office	1	3	400	400		WALL: Painted CLG: Exposed to structure FLR: Resilient Flooring + Carpet w/Padding	(3) desktop computers, phones, Keurig	N/A	task chairs and workstations with coat/file storage and shelving. Guest chairs	water line to coffee pot	Standard heating and air conditioning	Power equipment. Convenience outlets at worksurface.			1

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Women's Restroom / Shower	1		85	85	Solid doors.	WALL: Painted, Tile at wet walls CLG: Exposed to structure FLR: Large Format Porcelain Tile	Towel dispensers, soap dispensers, toilet paper dispensers, robe hooks	Sink counter	N/A	Shower, Sink, Toilet	Standard heating and air conditioning	Convenience outlets at countertop	Lockable		3
Women's Locker Room	1		40	40	Solid doors. Smaller than men's	WALL: Painted CLG: Exposed to structure FLR: Large Format Porcelain Tile	5 Lockers (we can reuse existing but they would like full size, deep enough to hang a uniform (3x2ish) mesh open front)	N/A	Bench	N/A	Standard heating and air conditioning	Convenience outlet in lockers	Lockable (or no sight lines)		2
Men's Restroom / Shower	1		85	85	Solid doors.	WALL: Painted, Tile at wet walls CLG: Exposed to structure FLR: Large Format Porcelain Tile	Towel dispensers, soap dispensers, toilet paper dispensers, robe hooks	Sink counter	N/A	Shower, Sink, Toilet	Standard heating and air conditioning	Convenience outlets at countertop	Lockable	could be unisex to go down to 1	3
Men's Locker Room	1		85	85	Solid doors. Bigger than women's	WALL: Painted CLG: Exposed to structure FLR: Large Format Porcelain Tile	12 Lockers (we can reuse existing but they would like full size, deep enough to hang a uniform (3x2ish) mesh open front)	N/A	Bench	N/A	Standard heating and air conditioning	Convenience outlet in lockers	Lockable (or no sight lines)		2
Processing	1		100	100	No direct entry to police station	WALL: Painted CLG: Exposed to structure FLR: Sealed concrete	Computer, phone, printer	Counter space	Restraint bench for 3	N/A	Standard heating and air conditioning	Convenience outlet	Lockable (would need to unlock to get out or in, code lock no tob in here), Camera		1
Back Entrance Vestibule	1		40	40	Vestibule close to police parking with access to processing room and open office.	WALL: Painted CLG: Exposed to structure FLR: Sealed concrete	N/A	N/A	N/A	N/A	Standard heating and air conditioning	Convenience outlet	camera on outside of building		2

Admin Total Net Area	2,990
Shared Total Net Area	450
Police Total Net Area	1,635

TOTAL NET AREA SF:	5,075
Circulation / Corridors (15%) SF	761
Mech. / Elec. / Tech Rooms (5%) SF	254
TOTAL GROSS AREA SF:	6,090

History		
Person:	Issue:	Change:
J.D.	12/4/2020	DMME Initial Draft
J.D.	12/23/2020	DMME 2nd Draft