

Space	SKA	Occupants	Visitors	Proposed SF	Total SF	Notes:
<b>PUBLIC</b>						
Entry Vestible - Lobby	SKA-1S	0	0	293		
Public Toilet	SKA-2S	1	0	121		
Community Room	SKA-3S	0	30	682		Use as Cooling/Warming Center
Community Storage	SKA-4S	0	0	80		
Kitchenette	SKA-5S	0	0	130		
Public Interview Room	SKA-18S	0	4	120		
<b>SUBTOTAL</b>					<b>1,426</b>	
Gross area adjustment 15%					<b>214</b>	
Circulation adjustment at 25%					<b>410</b>	
<b>TOTAL</b>					<b>2,050</b>	
<b>COMMUNICATIONS</b>						
Emergency Communications Center (ECC)	SKA-6S	3	0	525		
Communications Supervisor	SKA-7S	1	1	100		
<b>SUBTOTAL</b>					<b>625</b>	
Gross area adjustment 15%					<b>94</b>	
Circulation adjustment at 25%					<b>180</b>	
<b>TOTAL</b>					<b>898</b>	
<b>STAFF SUPPORT</b>						
Fitness	SKA-8S			500		
<b>SUBTOTAL</b>					<b>500</b>	
Gross area adjustment 15%					<b>75</b>	
Circulation adjustment at 25%					<b>144</b>	
<b>TOTAL</b>					<b>719</b>	
<b>ADMINISTRATION - POLICE</b>						
Police Chief	SKA-1P	1	4	<b>208</b>		
Executive Officer - Future	SKA-2P	1	2	<b>168</b>		
Administrative Assistant - Current + Future	SKA-3P	2	0	<b>196</b>		
Administrative Lieutenant + Future Operations Lieutenant	SKA-4P	2	2	<b>168</b>		
Detectives Shared Office ???	SKA-5P	3	0	<b>168</b>		
Interview Room - Detectives	SKA-6P	4	0	<b>100</b>		
Harbor, Traffic + Firearms Office	SKA-7P	3	0	<b>168</b>		
Records / Archive Document Storage	SKA-8P	0	0	<b>240</b>		
Conference Room	SKA-9P	8	0	<b>192</b>		
Office Supplies / Copy	SKA-10P	0	0	<b>100</b>		
Staff Toilet	SKA-11P	1	0	<b>121</b>		
<b>SUBTOTAL</b>					<b>1,829</b>	

Space	SKA	Occupants	Visitors	Proposed SF	Total SF	Notes:
Gross area adjustment 15%					274	
Circulation adjustment at 25%					526	
<b>TOTAL</b>					<b>2,629</b>	
<b>OPERATIONS - POLICE</b>						
Sergeants	SKA-12P	5	0	156		
Shared Office: CRU, DARE, Shellfish	SKA-13P	3	0	144		
Roll Call Room	SKA-14P	13	0	391		
Report Writing	SKA-15P	3	0	100		
IT Office	SKA-16P	0	0	100		
Evidence Room	SKA-17P	1	0	396		
Valuable Evidence Room	SKA-18P	0	0	80		
Evidence Prep Area	SKA-19P	0	0	12		
Bulk Evidence	SKA-20P	0	0	52		Off of Impound Bay
Armory	SKA-21P	1	0	100		
<b>SUBTOTAL</b>					<b>1,531</b>	
Gross area adjustment 15%					230	
Circulation adjustment at 25%					440	
<b>TOTAL</b>					<b>2,201</b>	
<b>STAFF SUPPORT - POLICE</b>						
Lunch/Break Room	SKA-22P	6	0	184		
Toilet / Shower / Locker Room Female	SKA-23P	6	0	364		6 lockers
Toilet / Shower / Locker Room Male	SKA-24P	32	0	851		32 lockers
<b>SUBTOTAL</b>					<b>1,399</b>	
Gross area adjustment 15%					210	
Circulation adjustment at 25%					402	
<b>TOTAL</b>					<b>2,011</b>	
<b>DETENTION - POLICE</b>						
Sally Port / Impound Bay / Vehicle Bay	SKA-25P	0	0	1,338		
Booking Holding	SKA-26P	0	2	72		
Booking	SKA-27P	0	1	300		
Detention Janitor	SKA-28P	0	0	30		
Detention Cells	SKA-29P	4	0	468		Current 4
Interrogation Room with Observation Room	SKA-30P	0	4	177		
Lab	SKA-31P	1	0	120		
<b>SUBTOTAL</b>					<b>2,505</b>	
Gross area adjustment 15%					376	
Circulation adjustment at 25%					720	
<b>TOTAL</b>					<b>3,601</b>	
<b>BUILDING SUPPORT</b>						
Server / E911 Room	SKA-9S			192		

Space	SKA	Occupants	Visitors	Proposed SF	Total SF	Notes:
Mechanical Room	SKA-10S			400		
Main Electrical Room	SKA-11S			180		
Plumbing / Fire Protection Room	SKA-12S			167		
Emergency Electrical Room	SKA-13S			80		
Electrical Closet (1 per floor)	SKA-14S			96		
Janitor's Closet	SKA-15S			40		
Stairs	SKA-16S			880		
Elevator and Machine Room	SKA-17S			249		
<b>SUBTOTAL</b>					<b>2,284</b>	
Gross area adjustment 15%					<b>343</b>	
Circulation adjustment at 25%					<b>657</b>	
<b>TOTAL</b>					<b>3,283</b>	
<b>GRAND TOTAL - POLICE</b>					<b>17,392</b>	
<b>Parking</b>						
Current Staff (Officers)				11		# of cars at shift change
Future Staff (Officers)				3		
Current Administration/Dispatch staff				3		
Future Administration/Dispatch Staff				2		
Visitors				5		
<b>Current and Future</b>				<b>24</b>		
Command Vehicles			2			
Patrol			8			
PU Trucks			3			
Polaris ATV			1			5' x 12'
Yamaha ATV			2			4' x 7'
HUMVEE			1			9' x 16'
Radar Trailer			1			6' x 9'
Whaler			1			9' x 31'
Pump out Boat			1			10' x 33'
Safe Boat			1			10' x 37'
Fire Trailer			1			9' x 19'
EM Trailer			1			8' x 17'
MC Trailer			1			13' x 24'
Shellfish Boat			1			7' x 16'
<b>Current and Future</b>				<b>25</b>		
<b>Total Parking Police Dept</b>				<b>49</b>		

**ROOM OR SPACE**

**Description:** Entry Vestible - Lobby

**Group:** Public

**Drawing Reference:** SKA-1S

**Quantitative Criteria:** 1 293  
Square feet

**Functional Description:** 1 Primary window to ECC  
2 Wayfinding, notices and pamphlet informaiton

**Qualitative Description:** 1 Welcoming, open area, control point  
2 Accessible, but not direct acces to work areas

**Locational Criteria:** 1 Wayfinding obvious to visitor  
2 Elevator and stair not directly accessible to lobby - requires escort  
3 Adjacent to ECC, Community Room, public toilets

**Technical Criteria:**

**Walls:** GWB with bullet resistant panels

**Floors:** Porcelain Tile; walk off carpet

**Ceiling:** Acoustic Tile & GWB

**Windows:** Desirable

**Security:** Standard Entry Lock

**Equipment:** Computer kiosk

**Other:**

**Furnishings:** 1 Seating  
2 Display for pamphlets and brochures  
3 Surface for filling out forms with accessible area  
4 Bulletin Board  
5 Service Window  
6 (1) Large Medication disposal drop-off box - 3' in width  
7 Kiosk

**Notes:** Current PD lobby includes space for custody transfer  
Area for toy and coat drive donation drop-off.  
Computer kiosk for filling out forms etc.  
Vestibule to be able to be locked down as panic space

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Public Toilet**

**Group:** Public

**Drawing Reference:** SKA-2S

**Quantitative Criteria:** 1 121  
Square feet (per set)

**Functional Description:** 1 Men's and Women's Toilet  
2 Fully accessible

**Qualitative Description:** 1 Toilet area

**Locational Criteria:** 1 Adjacent to Lobby

**Technical Criteria:**

**Walls:** GWB/Ceramic Tile

**Floors:** Ceramic Tile

**Ceiling:** GWB or acoustic tile

**Windows:** None

**Security:** Standard Toilet Room Lock

**Equipment:** None

**Other:**

**Furnishings:** 1 Mirror  
2 Soap dispenser  
3 Towel dispenser/trash receptacle  
4 Feminine dispenser and receptacle  
5 Toilet paper dispenser  
6 Coat hook  
7 Shelving  
8 Baby changing station

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Community Room

**Group:** Public

**Drawing Reference:** SKA-3S

**Quantitative Criteria:** 1 682  
Square feet

**Functional Description:** 1 Used for training - 30 at tables and chairs  
2 Used for large staff meetings; available for community functions/meetings  
3 Warming/cooling designated location  
4 Possible EOC location - preferred in PD Roll Call Room

**Qualitative Description:** 1 Comfortable environment for lecturing or training  
2 Multi-media  
3 Good acoustics  
4 Multiple lighting levels

**Locational Criteria:** 1 Access to Police Department  
2 Access to main lobby  
3 Storage for chairs and tables adjacent  
4 Storage for AV equipment nearby

**Technical Criteria:**

**Walls:** GWB

**Floors:** Carpet

**Ceiling:** Acoustical Tile

**Windows:** Preferred

**Security:** Standard Office Lock

**Equipment:** Smartboard or wall mounted monitor with computer hook up

**Other:**

**Furnishings:** 1 Folding training tables  
2 Stackable seating for 30 people  
3 Lectern  
4 Whiteboard / Tackboard  
5 Blackout shades

**Notes:** Can be used by community  
Can be secured from the public during emergency event  
Can be used 24/7 as a warming or cooling center

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Community Storage**

**Group:** Public

**Drawing Reference:** SKA-4S

**Quantitative Criteria:** 1 80  
Square feet

**Functional Description:** 1 Storage for chairs and tables  
2

**Qualitative Description:** 1 Closet for storage

**Locational Criteria:** 1 Adjacent to Community Room

**Technical Criteria:**

**Walls:** GWB

**Floors:** Carpet

**Ceiling:** Acoustical Tile

**Windows:** None

**Security:** Standard Storage Lock

**Equipment:**

**Other:**

**Furnishings:** 1

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Kitchenette

**Group:** Public

**Drawing Reference:** SKA-5S

**Quantitative Criteria:** 1 130  
Square feet

**Functional Description:** 1 Used at breaks

**Qualitative Description:** 1 Off corridor

**Locational Criteria:** 1 Adjacent to Community Room

**Technical Criteria:**

**Walls:** GWB

**Floors:** Resilient

**Ceiling:** Acoustical Tile

**Windows:** None

**Plumbing:** Sink

**HVAC:** Standard kitchen environment

**Ventilation:** Standard kitchen environment

**Lighting:** Standard kitchen environment

**Power:** Standard as required for equipment

**Tel Data:** Standard as required for equipment

**Security:** Standard Lock

**Equipment:** Undercounter refrigerator, microwave, power for (2) vending machines

**Other:** Base and wall cabinets

**Furnishings:** 1

**Notes:** No cooking surfaces  
Layout to allow access to Community



**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Public Interview Room**

**Group:** Public - Shared

**Drawing Reference:** SKA-18S

**Quantitative Criteria:** 1 120  
Square feet

**Functional Description:** 1 Area off lobby for "Request to speak to officer"  
2 Fingerprinting  
3 Permits

**Qualitative Description:** 1 Private Meeting

**Locational Criteria:** 1 Adjacent to Lobby

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** None

**Security:** Standard Office Lock

**Equipment:** Computer, CATV

**Other:**

**Furnishings:** 1 Table  
2 Seating - 4 guest chair  
3 Locked cabinet/built-in for equipment or supplies

**Notes:** This space to be directly accessed off public lobby with a second door into private police department corridor. Door hardware to be controlled by ECC.

**ROOM OR SPACE**

**Description:** Emergency Communications Center (ECC)

**Group:** Communications

**Drawing Reference:** SKA-6S

**Quantitative Criteria:** 1 525  
Square feet

**Functional Description:** 1 Receive and dispatch calls  
2 Receive and dispatch E911 calls  
3 Main "greeter" for the station

**Qualitative Description:** 1 Secure area

**Locational Criteria:** 1 Adjacent to lobby  
2 Dedicated unisex staff toilet  
3 Adjacent to Communications Supervisor  
4 Connection to Server / E911 Room

**Technical Criteria:**

**Walls:** GWB; Insulate for noise control; bullet resistant panels at lobby walls

**Floors:** Resilient; raised access floor for wiring to run below

**Ceiling:** Acoustic Tile

**Windows:** Not required but preferred; any windows to be bullet resistant

**Security:** Standard Office Lock

**Equipment:** Radios; computers; data/phone; fax; printer; shredder; kitchenette with microwave, coffee maker, toaster/oven, sink, undercounter refrigerator; CATV; CCTV; 8 monitors per dispatch station

**Other:** Plumbing for kitchen sink; bullet resistant transaction window

**Furnishings:** 1 Files  
2 Shelving for equipment (radios, spare batteries, etc.)  
3 Worksurfaces  
3 Whiteboard  
4 Tackboard for maps  
5 Chairs (3)

**Notes:** Size for one full-time dispatcher and one back up. Add third station for future location of Regional Center. Provide full stations.  
Interface wall with lobby should have bullet resistant window with transaction counter with speaker and pass-thru.  
Close proximity to detention area???  
Provide closet so no lockers required in locker room.  
Possible view window from ECC to vestibule "safe" area  
PD 25-30 walk-ins per day

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Communications Supervisor**

**Group:** Communications

**Drawing Reference:** SKA-7S

**Quantitative Criteria:** 1 100  
Square feet

**Functional Description:** 1 Deskwork  
2 Meetings with 1 person

**Qualitative Description:** 1 Private Office

**Locational Criteria:** 1 Adjacent to ECC

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** Preferred

**Security:** Standard Office Lock

**Equipment:** Computer, CATV

**Other:**

**Furnishings:** 1 Desk with return  
2 Seating - 1 office with 1 guest chair  
3 Adjustable shelving on standards  
4 File cabinets  
5 Whiteboard / Tackboard

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Fitness**  
**Group:** Staff Support  
**Drawing Reference:** SKA-8S

**Quantitative Criteria:** 1 500  
Square feet

**Functional Description:** 1 Exercise room

**Qualitative Description:** 1 Good ventilation  
2 Easy to maintain/clean  
3 Comfortable relaxed environment

**Locational Criteria:** 1 Centrally located  
2 Easy access for both police and fire departments

**Technical Criteria:**  
**Walls:** GWB; 8' high mirrors on wall  
**Floors:** Rubber athletic flooring  
**Ceiling:** Acoustic Tile  
**Windows:** Preferred not required  
**Security:** Standard Office Lock  
**Equipment:** CATV  
**Other:**

**Furnishings:** 1 Treadmill  
2 Stairmaster  
3 Exercise Bicycle  
4 Free Weights  
5 Universal

**Notes:** Not contractually required for either department  
Include floor space for stretching

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Police Chief**  
**Group:** Administration - Police  
**Drawing Reference:** SKA-1P

**Quantitative Criteria:** 1 208  
Square feet

**Functional Description:** 1 Deskwork  
2 Small meetings - up to 4 people

**Qualitative Description:** 1 Private Office

**Locational Criteria:** 1 Adjacent to Administrative Assistant

**Technical Criteria:**

**Walls:** GWB, Office Standard  
**Floors:** Carpet  
**Ceiling:** Acoustic Tile  
**Windows:** Required  
**Security:** Standard Office Lock  
**Equipment:** Computer, CATV  
**Other:**

**Furnishings:** 1 Desk with return  
2 Seating - 1 office with 4 guest chairs  
3 Bookshelves  
4 File cabinets  
5 36" round meeting table

**Notes:** Small closet within room  
Acoustically private

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Executive Officer - Future**

**Group:** Administration - Police

**Drawing Reference:** SKA-2P

**Quantitative Criteria:** 1 168  
Square feet

**Functional Description:** 1 Deskwork

**Qualitative Description:** 1 Private Office

**Locational Criteria:** 1 Near Police Chief  
2 Near Administrative Assistant

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** Required

**Security:** Standard Office Lock

**Equipment:** Computer, CATV

**Other:**

**Furnishings:** 1 Desk with return  
2 Seating - 1 office with 2 guest chairs  
3 Adjustable shelving on standards  
4 File cabinets  
5 Whiteboard / Tackboard

**Notes:** Acoustically private  
Small closet in room

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Administrative Assistant - Current + Future**

**Group:** Administration - Police

**Drawing Reference:** SKA-3P

**Quantitative Criteria:** 1 196  
Square feet

**Functional Description:** 1 Deskwork  
2 Gateway to the Chief

**Qualitative Description:** 1 Private Office for (2)

**Locational Criteria:** 1 Adjacent to Police Chief  
2 Possibly pass through Admin Assistant to access Police Chief's office

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** Required

**Security:** Standard Office Lock

**Equipment:** Computer

**Other:**

**Furnishings:** 1 Desk with return  
2 Seating - 1 office  
3 File cabinets

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Administrative Lieutenant + Future Operations Lieutenant**

**Group:** Administration - Police

**Drawing Reference:** SKA-4P

**Quantitative Criteria:** 1 168  
Square feet

**Functional Description:** 1 Deskwork

**Qualitative Description:** 1 Private Office shared by (2)

**Locational Criteria:** 1 Near Administrative Staff

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** Required

**Security:** Standard Office Lock

**Equipment:** Computer, CATV

**Other:**

**Furnishings:** 1 (2) Desks with return  
2 Seating - 2 office with 2 guest chairs  
3 Adjustable shelving on standards  
4 File cabinets  
5 Whiteboard / Tackboard

**Notes:** Shared



**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Detectives Shared Office ???**

**Group:** Administration - Police

**Drawing Reference:** SKA-5P

**Quantitative Criteria:** 1 168  
Square feet

**Functional Description:** 1 Deskwork  
2 Secure file and storage space

**Qualitative Description:** 1 Shared Office for 3

**Locational Criteria:** 1 Adjacent to Lieutenant  
2 Close proximity to Interrogation Room

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** Required

**Security:** Standard Office Lock

**Equipment:** Computer, CATV

**Other:**

**Furnishings:** 1 (3) Desks with return  
2 Seating - 3 office chairs  
3 Adjustable shelving on standards  
4 Whiteboard / Tackboard

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Interview Room - Detectives

**Group:** Administration - Police

**Drawing Reference:** SKA-6P

**Quantitative Criteria:** 1 100  
Square feet

**Functional Description:** 1 Interviewing witnesses and suspects  
2 Small meeting room

**Qualitative Description:** 1 Private enclosed conference area

**Locational Criteria:** 1 Adjacent to AV Surveillance

**Technical Criteria:**

**Walls:** GWB, one way glass mirror to AV Surveillance

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** No window

**Security:** Standard Office Lock

**Equipment:** One way glass mirror to AV Surveillance; Video / audio monitoring

**Other:**

**Furnishings:** 1 Conference table  
2 Seating for 4 people

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Harbor, Traffic + Firearms Office

**Group:** Administration - Police

**Drawing Reference:** SKA-7P

**Quantitative Criteria:** 1 168  
Square feet

**Functional Description:** 1 Deskwork  
2 Meetings with officers as required

**Qualitative Description:** 1 Private Office - Shared by (3)

**Locational Criteria:** 1

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** Required

**Security:** Standard Office Lock

**Equipment:** Computer

**Other:**

**Furnishings:** 1 3 Desks with return  
2 Seating - 3 office  
3 Adjustable shelving on standards  
4 File cabinets

**Notes:** Acoustically private

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Records / Archive Document Storage**

**Group:** Administration - Police

**Drawing Reference:** SKA-8P

**Quantitative Criteria:** 1 240  
Square feet

**Functional Description:** 1 Secure storage for records

**Qualitative Description:** 1 Dry, well lit and secure

**Locational Criteria:** 1 Administrative Staff

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Resilient

**Ceiling:** Acoustic Tile

**Windows:** None

**Security:** Standard Storage Lock

**Equipment:** Computer

**Other:**

**Furnishings:** 1 High density file storage  
2 Fire rated vertical files  
3 Countertop or table  
4 Seating - 1 office chair

**Notes:** Current: 2 years of active court files at Lt.; 2 years of payroll and grant files at Admin.; Archive court/payroll/grant/firearms/dialy log/old case files in attic

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Conference Room**  
**Group:** Administration - Police  
**Drawing Reference:** SKA-9P

**Quantitative Criteria:** 1 192  
Square feet

**Functional Description:** 1 Meetings for 8-10 people

**Qualitative Description:** 1 Private meeting space

**Locational Criteria:** 1 Central to administrative offices

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** Required

**Security:** Standard Office Lock

**Equipment:** Monitor with computer hook-up

**Other:**

**Furnishings:** 1 Conference table  
2 Seating for 10  
3 Credenza  
4 Whiteboard

**Notes:** Acoustically private  
FD and PD can share this room if it is a shared facility

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Office Supplies / Copy

**Group:** Administration - Police

**Drawing Reference:** SKA-10P

**Quantitative Criteria:** 1 100  
Square feet

**Functional Description:** 1 Storage of office supplies  
2 Shared copier

**Qualitative Description:** 1 Storage room

**Locational Criteria:** 1 Central to Administrative Offices

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** None

**Security:** None

**Equipment:** Copier, fax machine

**Other:**

**Furnishings:** 1 Worksurface  
2 Adjustable shelving on standards

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:**

**Group:**

**Drawing Reference:**

**Staff Toilet**

Administration - Police

SKA-11P

**Quantitative Criteria:** 1 121  
Square feet

**Functional Description:** 1 Men's and Women's Toilet  
2 Fully accessible

**Qualitative Description:** 1 Toilet area

**Locational Criteria:** 1 Central to Administrative Offices

**Technical Criteria:**

**Walls:** GWB / ceramic tile wainscot

**Floors:** Ceramic tile

**Ceiling:** GWB or Acoustic Tile

**Windows:** None

**Security:** Standard Toilet Room Lock

**Equipment:** None

**Other:** Plumbing and HVAC for standard toilet environment

**Furnishings:** 1 Mirror  
2 Soap dispenser  
3 Towel dispenser/trash receptacle  
4 Feminine dispenser and receptacle  
5 Toilet paper dispenser  
6 Coat hook  
7 Shelving

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Sergeants  
**Group:** Operations - Police  
**Drawing Reference:** SKA-12P

**Quantitative Criteria:** 1 156  
Square feet

**Functional Description:** 1 Deskwork  
2 Secure file and storage space

**Qualitative Description:** 1 Shared Office for (5) - 1 per shift

**Locational Criteria:** 1 Connection to Communications Center/Dispatch  
2 Near Roll Call  
3 Near Report Writing

**Technical Criteria:**  
**Walls:** GWB, Office Standard  
**Floors:** Carpet  
**Ceiling:** Acoustic Tile  
**Windows:** Required  
**Security:** Standard Office Lock  
**Equipment:** Computer, CATV  
**Other:**

**Furnishings:** 1 Bench style workstations for 5  
2 Seating - 5 office  
3 Adjustable shelving on standards  
4 File cabinets  
5 Whiteboard / Tackboard

**Notes:** One sergeant per shift. Some shifts overlap, but there is never more than one person in the office at a time.



**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Shared Office: CRU, DARE, Shellfish**

**Group:** Operations - Police

**Drawing Reference:** SKA-13P

**Quantitative Criteria:** 1 144  
Square feet

**Functional Description:** 1 Deskwork  
2 Secure file and storage space

**Qualitative Description:** 1 Shared Office for (5) Community Resource Unit, DARE and Shellfish  
2 Storage space for supplies

**Locational Criteria:** 1 Close proximity to Roll Call

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** Required

**Security:** Standard Office Lock

**Equipment:** Computer, CATV

**Other:**

**Furnishings:** 1 Bench style workstations for 3  
2 Seating - 3 office  
3 Adjustable shelving on standards  
4 Lateral file  
5 Whiteboard / Tackboard

**Notes:**

**Feasibility Study  
Ipswich, MA**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Roll Call Room**  
**Group:** Operations - Police  
**Drawing Reference:** SKA-14P

**Quantitative Criteria:** 1 391  
Square feet

**Functional Description:** 1 Meet for roll call at each shift change  
2 Plan to use as EOC Room

**Qualitative Description:** 1 Enclosed meeting space  
2 Acoustic separation

**Locational Criteria:** 1 Near Dispatch if possible  
2 Close proximity to exit to parking  
3 Adjacent to Sergeants  
4 Adjacent to Report Writing

**Technical Criteria:**

**Walls:** GWB, Office Standard  
**Floors:** Carpet  
**Ceiling:** Acoustic Tile  
**Windows:** Required  
**Security:** Standard Office Lock  
**Equipment:** CATV, Smartboard  
**Other:** Mail slots inside or just outside the room

**Furnishings:** 1 6 Training tables  
2 Seating for 12  
3 Lectern

**Notes:** Plan as EOC with extra power on walls and floor boxes for flexibility

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:**

**Group:**

**Drawing Reference:**

**Report Writing**

Operations - Police

SKA-15P

**Quantitative Criteria:** 1 100  
Square feet

**Functional Description:** 1 Deskwork for 3 people

**Qualitative Description:** 1 Shared space for writing reports

**Locational Criteria:** 1 Near Roll Call  
2 Close proximity to Dispatch

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Carpet

**Ceiling:** Acoustic Tile

**Windows:** Preferred

**Security:** None

**Equipment:** Computers, CATV

**Other:**

**Furnishings:** 1 Bench style worksurface for 3  
2 Seating - 3 office  
3 Whiteboard

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:**

**Group:**

**Drawing Reference:**

**IT Office**

Operations - Police

SKA-16P

**Quantitative Criteria:** 1 100  
Square feet

**Functional Description:** 1 Work on computer and radio equipment  
2 Record keeping  
3 Work on computer programs

**Qualitative Description:** 1 Storage room

**Locational Criteria:** 1 Near servers if possible

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Resilient

**Ceiling:** Acoustic Tile

**Windows:** None

**Security:** Standard Office Lock

**Equipment:**

**Other:**

**Furnishings:** 1 Adjustable shelving on standards  
2 Worksurface

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:**

**Group:**

**Drawing Reference:**

**Evidence Room**

Operations - Police

SKA-17P

**Quantitative Criteria:** 1 396  
Square feet

**Functional Description:** 1 Deskwork - processing evidence  
2 Secure transfer of evidence  
3 Storage of evidence

**Qualitative Description:** 1 Secure storage / workroom

**Locational Criteria:** 1 Easily accessible to Patrol Officers, Detectives and Sergeants  
2 Adjacent to Evidence Prep Area

**Technical Criteria:**

**Walls:** CMU or Hi-Impact GWB

**Floors:** Resilient

**Ceiling:** GWB

**Windows:** None

**Security:** Restricted access storage lock

**Equipment:** CATV, computer, pass-thru evidence lockers including refrigerated locker,  
bar code scanner

**Other:**

**Furnishings:** 1 Desk or built-in worksurface  
2 Chair  
3 Shelving - possibly high density storage  
4 Whiteboard / Tackboard

**Notes:** Seals on doors and proper ventilation required due to possible evidence fumes

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Valuable Evidence Room

**Group:** Operations - Police

**Drawing Reference:** SKA-18P

**Quantitative Criteria:** 1 80  
Square feet

**Functional Description:** 1 Store narcotics, jewelry, cash

**Qualitative Description:** 1 Secure storage

**Locational Criteria:** 1 Within main evidence room

**Technical Criteria:**

**Walls:** CMU or Hi-Impact GWB

**Floors:** Resilient

**Ceiling:** GWB

**Windows:** None

**Security:** Restricted access storage lock

**Equipment:** CATV, (1) full-size refrigerator

**Other:**

**Furnishings:** 1 Shelving

2 Safe

**Notes:** Seals on doors and proper ventilation required due to possible evidence fumes

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Evidence Prep Area**

**Group:** Operations - Police

**Drawing Reference:** SKA-19P

**Quantitative Criteria:** 1 12  
Square feet

**Functional Description:** 1 Preparation of evidence prior to secure transfer

**Qualitative Description:** 1 Work area

**Locational Criteria:** 1 Easily accessible to Patrol Officers, Detectives and Sergeants  
2 Adjacent to Evidence Room Lockers

**Technical Criteria:**

**Walls:** GWB

**Floors:** Resilient

**Ceiling:** Acoustical Tile

**Windows:** None

**Security:** None

**Equipment:** Bar code printer

**Other:**

**Furnishings:** 1 Built-in worksurface  
2 Storage shelving for evidence bags and boxes

**Notes:** Shown on Evidence Room layout



**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:**

**Group:**

**Drawing Reference:**

**Bulk Evidence**

Operations - Police

SKA-20P

**Quantitative Criteria:** 1 52  
Square feet

**Functional Description:** 1 Secure storage of large evidence

**Qualitative Description:** 1 Secure storage

**Locational Criteria:** 1 Adjacent to Vehicle Bays

**Technical Criteria:**

**Walls:** CMU

**Floors:** Epoxy resinous on concrete with hardener / sealer

**Ceiling:** Exposed to structure

**Windows:** None

**Security:** Restricted access storage lock

**Equipment:** Bar code scanner

**Other:**

**Furnishings:**

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Armory**  
**Group:** Operations - Police  
**Drawing Reference:** SKA-21P

**Quantitative Criteria:** 1 100  
Square feet

**Functional Description:** 1 Secure storage of guns and ammunition  
2 Secure area for cleaning and maintaining weapons

**Qualitative Description:** 1 Secure storage / workroom

**Locational Criteria:** 1

**Technical Criteria:**

**Walls:** GWB to underside of deck

**Floors:** Resilient

**Ceiling:** GWB

**Windows:** None

**Security:** Standard storage lock

**Equipment:**

**Other:** Pressurize room and provide adequate ventilation for cleaning solvents

**Furnishings:** 1 Stainless steel workbench  
2 Gun safe  
3 Shelving  
4 Whiteboard / Tackboard

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Lunch/Break Room  
**Group:** Staff Support - Police  
**Drawing Reference:** SKA-22P

**Quantitative Criteria:** 1 184  
Square feet

**Functional Description:** 1 Informal staff dining

**Qualitative Description:** 1 Easily cleanable materials

**Locational Criteria:** 1 Centrally located

**Technical Criteria:**

**Walls:** GWB, Office Standard

**Floors:** Resilient

**Ceiling:** Acoustic Tile

**Windows:** Required

**Security:**

**Equipment:** CATV, refrigerator, microwave, sink, toaster oven, coffee maker, wall and base cabinets

**Other:**

**Furnishings:** 1 3' x 8' lunch table  
2 Seating for 6

**Notes:** Vending machine  
TV

**ROOM OR SPACE**

**Description:** Toilet / Shower / Locker Room Female

**Group:** Staff Support - Police

**Drawing Reference:** SKA-23P

**Quantitative Criteria:** 1 364  
Square feet

**Functional Description:** 1 Toilet / Shower / Lavatory / Locker  
2 Drying area for wet garments

**Qualitative Description:** 1 Multiple occupant space  
2 Secure  
3 Good ventilation  
4 Durable materials

**Locational Criteria:** 1

**Technical Criteria:**

**Walls:** GWB with epoxy paint; Ceramic tile wainscot

**Floors:** Ceramic tile

**Ceiling:** Acoustic Tile and GWB

**Windows:** None

**Security:** Standard toilet room lock

**Equipment:** Speakers for radio monitoring

**Other:**

**Furnishings:** 1 Mirror  
2 Soap dispenser  
3 Towel dispenser/trash receptacle  
4 Toilet paper dispenser  
5 Shower with bench seats  
6 Clothing hooks  
7 Feminine napkin disposal  
8 6 Lockers - 24"D x 24"W with slope tops, outlets, radio chargers, boot storage drawer below and integral bench

**Notes:**

**ROOM OR SPACE**

**Description:** Toilet / Shower / Locker Room Male

**Group:** Staff Support - Police

**Drawing Reference:** SKA-24P

**Quantitative Criteria:** 1 851  
Square feet

**Functional Description:** 1 Toilet / Shower / Lavatory / Locker  
2 Drying area for wet garments

**Qualitative Description:** 1 Multiple occupant space  
2 Secure  
3 Good ventilation  
4 Durable materials

**Locational Criteria:** 1

**Technical Criteria:**

**Walls:** GWB with epoxy paint; Ceramic tile wainscot

**Floors:** Ceramic tile

**Ceiling:** Acoustic Tile and GWB

**Windows:** None

**Security:** Standard toilet room lock

**Equipment:** Speakers for radio monitoring

**Other:**

**Furnishings:** 1 Mirrors  
2 Soap dispensers  
3 Towel dispenser/trash receptacle  
4 Toilet paper dispensers  
5 Showers with bench seats  
6 Clothing hooks  
8 32 Lockers - 24"D x 24"W with slope tops, outlets, radio chargers, boot storage drawer below and integral bench

**Notes:**

**ROOM OR SPACE**

**Description:** Sally Port / Impound Bay / Vehicle Bay

**Group:** Detention - Police

**Drawing Reference:** SKA-25P

**Quantitative Criteria:** 1 1338  
Square feet

**Functional Description:** 1 Three bays; (1) at 18' x 30', (1) at 16' x 325'-6", (1) at 13' x 30'  
2 Secure internal location for transfer of detainees to lock-up  
3 Secure vehicle impound / evidence area  
4 Parking bay for Department ATV's and motorcycles  
5 Storage of motor vehicle related supplies

**Qualitative Description:** 1 Durable materials easy to clean and maintain  
2 Good air quality

**Locational Criteria:** 1 Direct access to Booking Holding  
2 Direct access to Bulk Evidence  
3 Good access to exterior

**Technical Criteria:**

**Walls:** CMU

**Floors:** Epoxy resinous on concrete with non-slip surface

**Ceiling:** Exposed to structure

**Windows:** None

**Security:** Locked; overhead doors to have multiple systems for closing down doors;  
interlocked with man-doors

**Equipment:** Overhead door controls; wire mesh partition with lockable gate separating  
bays.

**Other:** Hose bibb; eyewash; emergency CO monitor and vent system

**Furnishings:** 1 Pistol locker  
2 Hanging rack for brooms, shovels within ATV/motorcycle bay  
3 Adjustable shelving on standards

**Notes:** Bulk Evidence sits at rear of ATV/motorcycle bay  
Drive thru Sally Port preferred

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Booking Holding**

**Group:** Detention - Police

**Drawing Reference:** SKA-26P

**Quantitative Criteria:** 1 72  
Square feet

**Functional Description:** 1 Secure holding of detainees during processing  
2 Secure holding of detainees prior to processing

**Qualitative Description:** 1 Good Lighting  
2 Durable, easy to clean materials  
3 Secure

**Locational Criteria:** 1 Adjacent to Sally Port  
2 Adjacent to Booking

**Technical Criteria:**

**Walls:** CMU

**Floors:** Epoxy resinous

**Ceiling:** GWB

**Windows:** None

**Security:** Standard Detention Locks

**Equipment:**

**Other:**

**Furnishings:** 1 Steel bench with handcuff rail

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Booking**  
**Group:** Detention - Police  
**Drawing Reference:** SKA-27P

**Quantitative Criteria:** 1 300  
Square feet

**Functional Description:** 1 Processing of detainees  
2 Fingerprinting  
3 Photographing mug shots  
4 Breathalyzer testing

**Qualitative Description:** 1 Good Lighting  
2 Durable, easy to clean materials  
3 Secure

**Locational Criteria:** 1 Adjacent to Sally Port  
2 Adjacent to Detention Cells  
3 Adjacent to Holding Booking

**Technical Criteria:**

**Walls:** CMU  
**Floors:** Epoxy resinous  
**Ceiling:** GWB  
**Windows:** None  
**Security:** Standard Detention Locks  
**Equipment:** Computer, CCTV, breathalyzer, digital fingerprint desktop device, camera, base cabinets with locks and heavy duty hardware including integral pulls, storage lockers for detainees  
**Other:** Handwash sink

**Furnishings:** 1 Steel bench with handcuff rail  
2 Handcuff rails

**Notes:** View window into Booking Holding



**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Detention Janitor

**Group:** Detention - Police

**Drawing Reference:** SKA-28P

**Quantitative Criteria:** 1 30  
Square feet

**Functional Description:** 1 Cleaning supplies for detention area  
2 Storage for detention area (bedding, jumpsuits, cuffs, leg irons, toilet paper, cleaning supplies, etc.)

**Qualitative Description:** 1 Durable, easy to clean materials  
2 Secure

**Locational Criteria:** 1 Accessed within detention area

**Technical Criteria:**

**Walls:** CMU

**Floors:** Epoxy resinous

**Ceiling:** GWB

**Windows:** None

**Security:** Standard Detention Locks

**Equipment:** Mop sink

**Other:**

**Furnishings:** 1 Mop hooks with shelf  
2 Wall hooks for cuffs and leg irons  
3 Adjustable shelving on standards

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:**

**Group:**

**Drawing Reference:**

**Detention Cells**

Detention - Police

SKA-29P

**Quantitative Criteria:** 1 468  
Square feet  
2 (4) cells @ 117 square feet including site/sound separation corridors

**Functional Description:** 1 Single occupancy lock-up for detainees

**Qualitative Description:** 1 Durable, easy to clean materials  
2 Secure  
3 Suicide resistant  
4 Sight / sound separation between males, female, restraint

**Locational Criteria:** 1 Adjacent to Booking

**Technical Criteria:**

**Walls:** CMU

**Floors:** Epoxy resinous; pitch to floor drain outside cell

**Ceiling:** Steel plate

**Windows:** None

**Security:** Standard cell doors/locks

**Equipment:** Penal fixtures (one HC accessible in each grouping); suicide resistant grilles/registers; video / audio monitoring; cell check outside

**Other:**

**Furnishings:** 1 Steel bench with skirt to floor

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Interrogation Room with Observation Room

**Group:** Detention - Police

**Drawing Reference:** SKA-30P

**Quantitative Criteria:** 1 177  
Square feet

**Functional Description:** 1 Interviewing detainees  
2 Small meeting room

**Qualitative Description:** 1 Private enclosed area

**Locational Criteria:** 1 Adjacent to detention cells or booking

**Technical Criteria:**

**Walls:** CMU

**Floors:** Epoxy resinous

**Ceiling:** Steel plate

**Windows:** None

**Security:** Standard Office Lock

**Equipment:** Video / audio monitoring

**Other:**

**Furnishings:** 1 Conference table secured to floor/wall  
2 Seating for 4 people

**Notes:** 1 way mirror

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Lab  
**Group:** Administration - Police  
**Drawing Reference:** SKA-31P

**Quantitative Criteria:** 1 120  
Square feet

**Functional Description:** 1 Lab work

**Qualitative Description:** 1 Clean and secure

**Locational Criteria:** 1 Near Detectives

**Technical Criteria:**

**Walls:** GWB, Office Standard  
**Floors:** Resilient  
**Ceiling:** Acoustic Tile  
**Windows:** None  
**Plumbing:** Sink  
**HVAC:** Standard Lab Environmnet  
**Ventilation:** Standard Lab Environmnet  
**Lighting:** Direct/Indirect  
**Power:** Standard Lab Environmnet  
**Tel/Data:** Standard Lab Environmnet  
**Security:** Standard Office Lock  
**Equipment:** Computer, CATV  
**Other:** Fume hood, undercounter refrigerator

**Furnishings:** 1 Lab wall and base cabinets  
2 Desk with lab curface top  
3 Seating - for (2)

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Server / E911 Room**

**Group:** Building Support

**Drawing Reference:** SKA-9S

**Quantitative Criteria:** 1 192  
Square feet

**Functional Description:** 1 Room for all Police servers  
2 Card access and cell check head end location  
3 E911 head end location

**Qualitative Description:** 1 Secure, dry, well lit

**Locational Criteria:** 1 Central location or as required  
2 Close proximity to ECC preferred

**Technical Criteria:**

**Walls:** CMU or high impact GWB

**Floors:** Resilient

**Ceiling:** Exposed to structure

**Windows:** None

**Security:** Standard office lock with limited access

**Equipment:** CCTV, telephone, security, E911, card access, server racks, switches, E911  
UPS power, Police Department UPS power, telephone head end

**Other:**

**Furnishings:** 1 Racks

**Notes:** Provide backboards for all wall mounted equipment

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Mechanical Room**

**Group:** Building Support

**Drawing Reference:** SKA-10S

**Quantitative Criteria:** 1 400  
Square feet

**Functional Description:** 1 Room for mechanical equipment

**Qualitative Description:** 1 Service type room

**Locational Criteria:** 1 Central in building

**Technical Criteria:**

**Walls:** CMU or high impact GWB

**Floors:** Concrete with hardener or sealer

**Ceiling:** Exposed to structure

**Windows:** Not required

**Security:** Standard storage lock

**Equipment:** Mechanical Equipment

**Other:**

**Furnishings:** 1 None

**Notes:** Double door  
Consider resiliency

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Main Electrical Room**

**Group:** Building Support

**Drawing Reference:** SKA-11S

**Quantitative Criteria:** 1 180  
Square feet

**Functional Description:** 1 Room for electrical service and panels

**Qualitative Description:** 1 Service type room

**Locational Criteria:** 1 Central in building  
2 Close to emergency generator

**Technical Criteria:**

**Walls:** CMU or high impact GWB

**Floors:** Concrete with hardener or sealer

**Ceiling:** GWB

**Windows:** Not required

**Security:** Standard storage lock

**Equipment:** Electrical equipment

**Other:**

**Furnishings:** 1 None

**Notes:** Consider resiliency

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Plumbing / Fire Protection Room**

**Group:** Building Support

**Drawing Reference:** SKA-12S

**Quantitative Criteria:** 1 167  
Square feet

**Functional Description:** 1 Room for plumbing and fire protection services and panels

**Qualitative Description:** 1 Service type room

**Locational Criteria:** 1 Central in building

**Technical Criteria:**

**Walls:** CMU or high impact GWB

**Floors:** Concrete with hardener or sealer

**Ceiling:** Exposed to structure

**Windows:** Not required

**Security:** Standard storage lock

**Equipment:** Fire protection service (dry and wet) check valve assembly, domestic water meter and reduced backflow preventer, water heater and expansion tank protection, tempered water control panel and mixing valves

**Other:**

**Furnishings:** 1 None

**Notes:** Consider resiliency



**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Emergency Electrical Room**

**Group:** Building Support

**Drawing Reference:** SKA-13S

**Quantitative Criteria:** 1 80  
Square feet

**Functional Description:** 1 Emergency electric panels

**Qualitative Description:** 1 Service type room

**Locational Criteria:** 1 Central in building  
2 Close to emergency generator

**Technical Criteria:**

**Walls:** CMU or high impact GWB

**Floors:** Concrete with hardener or sealer

**Ceiling:** GWB

**Windows:** Not required

**Security:** Standard storage lock

**Equipment:** Electrical equipment

**Other:**

**Furnishings:** 1 None

**Notes:** One per floor  
Consider resiliency

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** **Electrical Closet (1 per floor)**

**Group:** Building Support

**Drawing Reference:** SKA-14S

**Quantitative Criteria:** 1 96  
48 Square feet per Assume 2

**Functional Description:** 1 Emergency electric panels

**Qualitative Description:** 1 Service type room

**Locational Criteria:** 1 Central in building  
2 Close to emergency generator

**Technical Criteria:**

**Walls:** CMU or high impact GWB

**Floors:** Concrete with hardener or sealer

**Ceiling:** GWB

**Windows:** Not required

**Security:** Standard storage lock

**Equipment:** Electrical equipment

**Other:**

**Furnishings:** 1 None

**Notes:** One per floor  
Consider resiliency

**ROOM OR SPACE**

**Description:** Janitor's Closet  
**Group:** Building Support  
**Drawing Reference:** SKA-15S

**Quantitative Criteria:** 1 40  
Square feet  
2 1 required per floor (see notes) at 20 SF each

**Functional Description:** 1 House janitorial supplies

**Qualitative Description:** 1 Durable materials

**Locational Criteria:** 1 One required per level

**Technical Criteria:**

**Walls:** Moisture Resistant GWB  
**Floors:** Ceramic Tile, resinous, linoleum  
**Ceiling:** GWB  
**Windows:** None  
**Security:** Standard Lock  
**Equipment:** None  
**Other:**

**Furnishings:** 1 Janitors sink or mop sink  
2 Rack for mops, brooms etc.  
3 Shelving

**Notes:** Per Code, one janitor's closet required per floor. If the building is a 2-story shared facility, assume 2 janitor's closets.

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:**

**Group:**

**Drawing Reference:**

**Stairs**

Building Support

SKA-16S

**Quantitative Criteria:** 1 880  
Square feet  
2 Assumes two stairs connecting two floors

**Functional Description:** 1 Vertical circulation

**Qualitative Description:** 1 Well lit

**Locational Criteria:** 1 Ideally centrally located to be shared by departments

**Technical Criteria:**

**Walls:** GWB

**Floors:** Raised rubber tile

**Ceiling:** GWB

**Windows:** Not required

**Security:** Dependant on final plan layout

**Equipment:**

**Other:**

**Furnishings:** 1

**Notes:**

**Feasibility Study  
Ipswich, MA**

**ROOM OR SPACE**

**Description:** Elevator and Machine Room

**Group:** Building Support

**Drawing Reference:** SKA-17S

**Quantitative Criteria:** 1 249  
Square feet

**Functional Description:** 1 Vertical circulation

**Qualitative Description:** 1

**Locational Criteria:** 1 Accessible to the lobby

**Technical Criteria:**

**Walls:** Standard

**Floors:** Porcelain Tile in elevator; resilient in machine room

**Ceiling:** Standard

**Windows:** NA

**Security:** Dependant on final plan layout

**Equipment:** Hydraulic elevator

**Other:**

**Furnishings:** 1

**Notes:** Includes elevator and machine room on one floor and elevator on second floor