

Middleburg Town Hall - Statement of Space Needs

TABLE 1

Draft 3/8/2018 (revision 3)

	Existing Area	% of Need Met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
					Now	2023	2028	Now	2023	2028
Town Offices										
Town Manager	141	50%	GG	280	1	1	1	280	280	280
Assistant Town Manager		0%	D	168	0	1	1	168	168	168
Clerk	73	43%	D	168	1	1	1	168	168	168
Accounting & Adm. Assist.	55	46%	C	120	1	1	1	120	120	120
Treasurer	188	98%	E	192	1	1	1	192	192	192
Utility Billings		0%	C	120	0	0	1	0	0	120
Town Planner/Zoning Adm.	172	90%	E	192	1	1	1	192	192	192
Planning/Econ. Devel. Anal.		0%	B	80	0	0	1	0	80	80
Econ. Develop. Director	127	66%	E	192	1	1	1	192	192	192
Maintenance Personnel		0%	C	120	1	1	1	120	120	120
Police Offices										
Police Chief	132	47%	GG	280	1	1	1	280	280	280
Lt. Police	109	57%	E	192	1	1	1	192	192	192
Corporal - Investigator	129	108%	C	120	1	1	1	120	120	120
Officers	182	228%	B	80	3	3	3	240	240	400
Part-time Officers		0%	B	80	2	2	2	160	160	160
Receptionist	43	54%	B	80	1	1	1	80	80	80
A - Total Personnel and Space Requirement					16	17	19	2,504	2,584	2,864
Support Spaces										
Conf./Exec. Session Ch.		0%	I	270	1	1	1	270	270	270
Council Chambers Lobby		0%	J	288	1	1	1	288	288	288
Sm. Conf./Flex Space		0%	D	168	1	1	1	168	168	168
Council Office		0%	G	216	1	1	1	216	216	216
Reception Work Counter		0%		160	1	1	1	160	160	160
Administrative Reception/Waiting Area		0%	K	200	1	1	1	200	200	200
Copier/Mailroom		0%	OO	224	1	1	1	224	224	224
Lunchroom/Kitchenette		0%	L	252	1	1	1	252	252	252
Staff Restrooms (male/female)	81	145%	N	56	2	2	2	112	112	112
Server Room		0%	S	120	1	1	1	120	120	120
Drawing Storage/Prints/		0%	F	224	1	1	1	224	224	224
Supply Closet		0%	P	120	1	1	1	120	120	120
Storage Room	86	72%	P	120	1	1	1	120	120	120
File Room	73	61%	P	120	1	1	1	120	120	120
Public Restrooms - Town Hall		0%	M	144	1	1	1	144	144	144
Police Support Spaces										
Training Room	132	49%	I	270	1	1	1	270	270	270
Reception Work Counter		0%		160	1	1	1	160	160	160
Interview Room		0%	C	120	1	1	1	120	120	120
Fingerprint Station	38	48%	B	80	1	1	1	80	80	80
Evidence Room	39	33%	C	120	1	1	1	120	120	120
Equipment Room	73	61%	C	120	1	1	1	120	120	120
Records Room		0%	D	168	1	1	1	168	168	168
Exercise Area/Flex Space	259	108%	V	240	1	1	1	240	240	240
Staff Restrooms & Showers (male/female)	111	77%	M	144	2	2	2	288	288	288
B - Total Support Space Requirement								4,304	4,304	4,304
Combined Personnel and Support Space (A+B)								6,808	6,888	7,168
Halls and Mechanical Space Grossing Factor = .45								3,064	3,100	3,226
Special Spaces										
Council Chambers	663			900	1	1	1	900	900	900
Total Space Requirement								10,772	10,888	11,294
<i>Ideal Building Efficiency</i>								<i>72%</i>	<i>72%</i>	<i>71%</i>