



# Littleton Town Hall Building & Space Needs Assessment

## Volume V: Programming Report

Littleton Town Hall Complex  
37 Shattuck Street  
Littleton, MA 01609

March 5, 2021

**LLB**

ARCHITECTS





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# I . Methodology

# Programming Methodology

In the Fall of 2019, LLB Architects conducted a Program Assessment of the Town of Littleton’s Municipal departments located at the Littleton Town Complex on Shattuck Street.

A high level program was developed to inform the study of the feasibility of using the Shattuck Street complex, Great Road property, King Street property, and/or new construction to better accommodate each municipal department’s needs. The program findings are documented in this report in tabular and diagrammatic formats.

Throughout the course of this feasibility study, effort was made to design proposed concepts to meet program needs. These findings were referred to and considered with the client often resulting in some variation in program goals to be accommodated in the various design options explored.

The report is structured in parts beginning with a high level summary and progressing into further detail.

The first part of this report includes floor plans illustrating the location of departments within the building at the time of this study.

The second part of this report includes tables summarizing area considerations. First, the gross area of each existing building in this study is documented for reference, Next, the gross area of each existing Shattuck Street Complex municipal department (illustrated in existing floor plans) is documented against the estimated total area required to meet each department’s program goals. These program area goals are derived from the programming process and used in the concept design stage to test fit plan options.

The third part of this report includes documentation of the program needs of each municipal department in greater detail. Tables itemize each space currently in use against the space needs identified in the programming process. The programming process built upon the findings of the previously conducted, Lieb Report. Representatives of each department were interviewed to review, verify or correct, and elaborate on those previous findings. Department representatives were encourage to distinguish between department need and wants. Multipliers were used to abstractly factor in circulation and future growth needs.

In February of 2021 the needs of the Elder & Human Services Program were advanced and reconsidered in preparation for a feasibility study specifically for that program. Both the findings of the 2019 programming used in the initial concept study and the 2021 adjustments have been included.











The fourth part of this report includes plumbing fixture analyses. Existing fixtures counts are documented and anticipated future needs are analyzed. This process is inherently difficult because multiple town deparments now share fixtures and study concept design combine municipal departments in different ways.

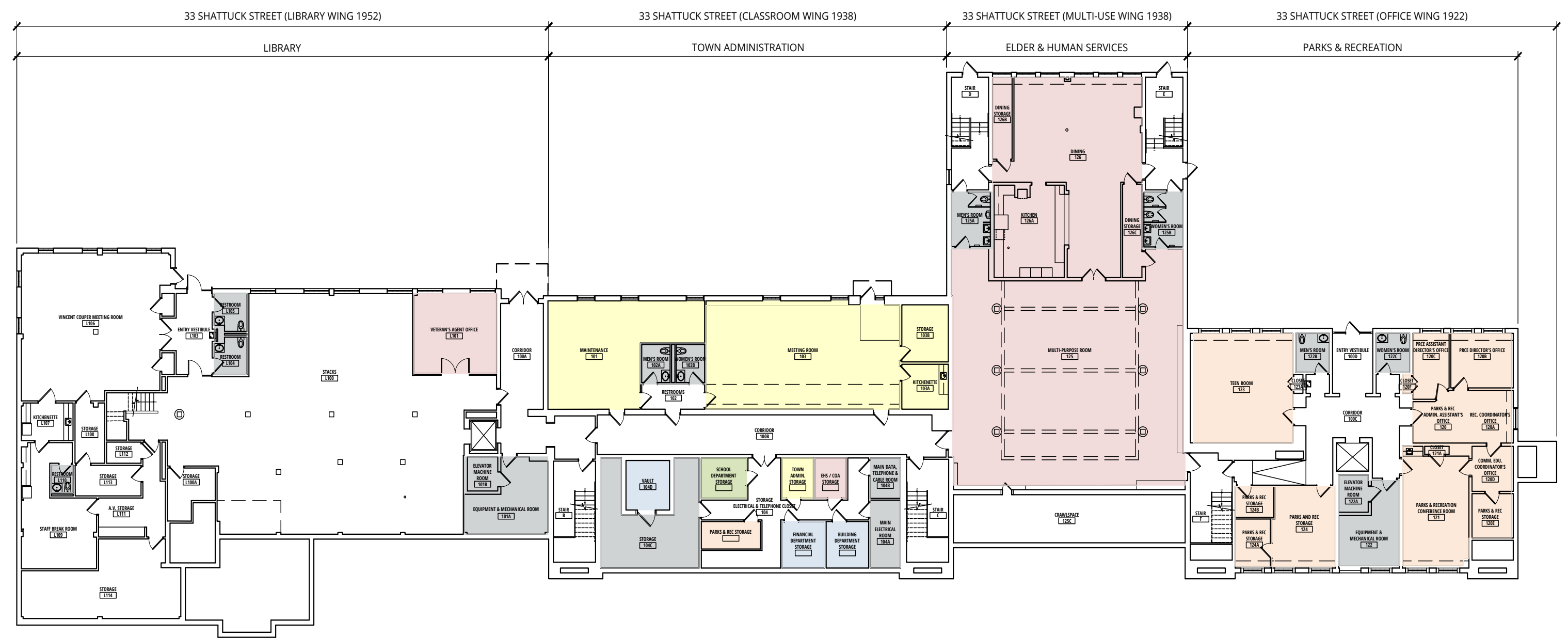
Last, this report includes reference plan diagrams illustrating various space types. These idealized diagrams of different room types key to the detailed department space programming tables. They represent the space needs identified in programming interviews and serve as the basis for area needs calculations. Proposed spaces explored in this study and in future designs, are expected to vary from these idealized diagrams. This would be due to more detailed understanding of program needs, actual space available, cost or other considerations.

## II .Existing Program Plans

# Shattuck Street Municipal Complex

## First Level Existing Department Plan NOT to Scale

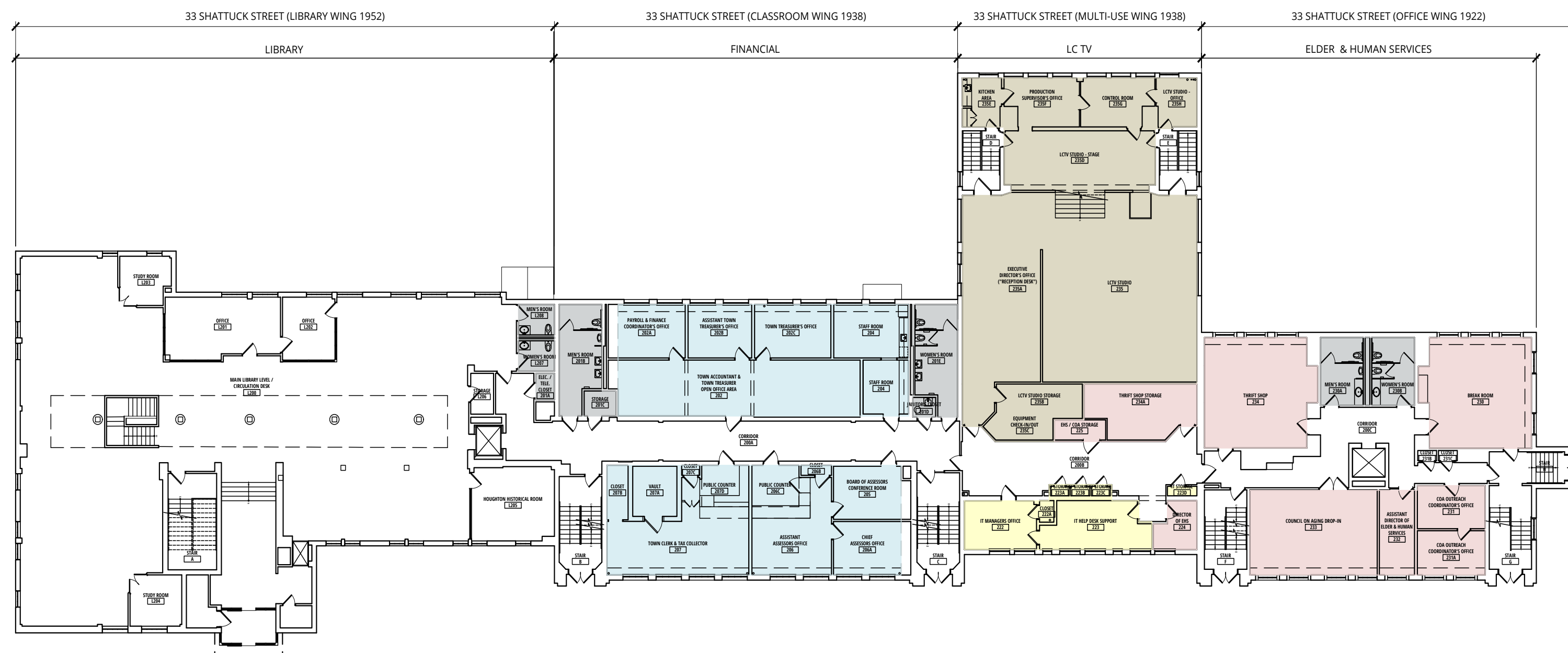
Town Administration		School Department	
lderly & Human Services		LCTV Studio	
Parks & Recreation		Support Space	
Financial Department		Not in Scope	
Building Department		Circulation	



# Shattuck Street Municipal Complex Second Level Existing Department Plan

NOT to Scale

Town Administration		School Department	
lderly & Human Services		LCTV Studio	
Parks & Recreation		Support Space	
Financial Department		Not in Scope	
Building Department		Circulation	

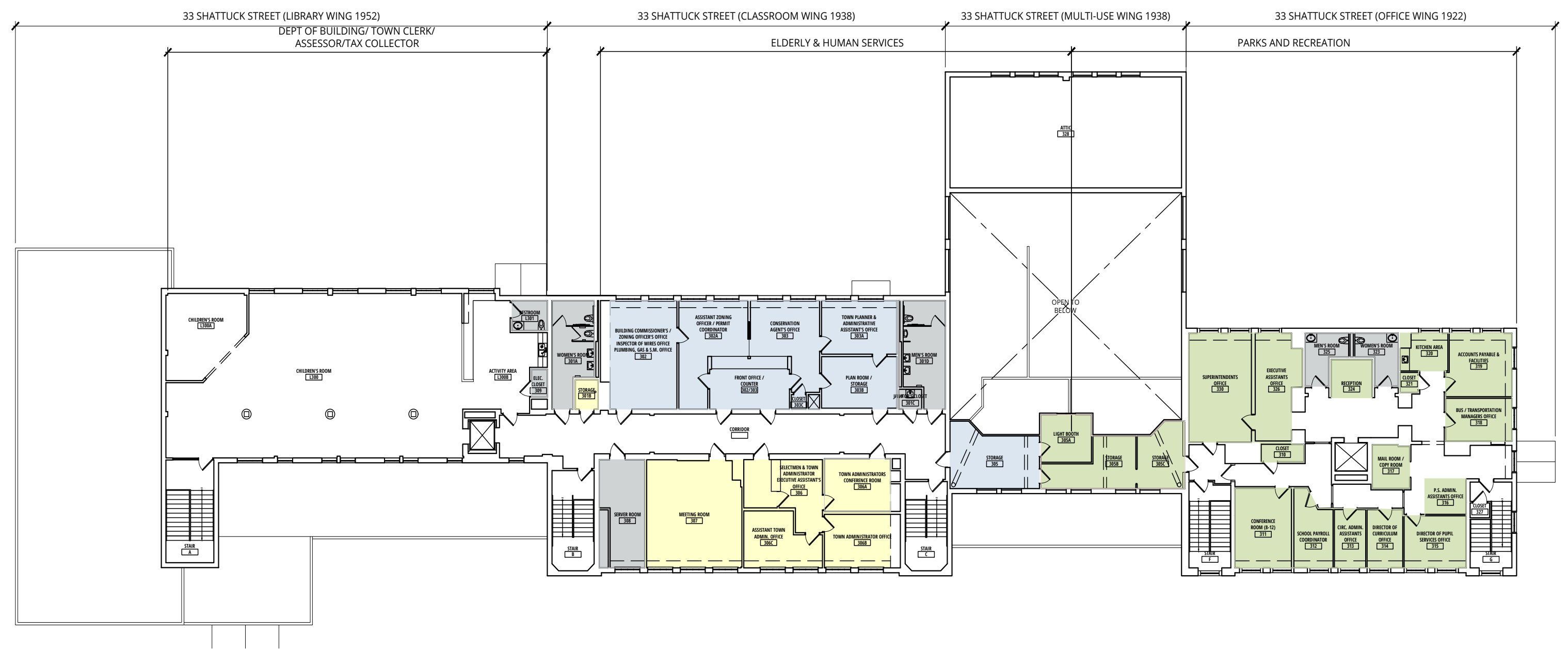


# Shattuck Street Municipal Complex

## Third Level Existing Department Plan

NOT to Scale

Town Administration		School Department	
lderly & Human Services		LCTV Studio	
Parks & Recreation		Support Space	
Financial Department		Not in Scope	
Building Department		Circulation	



EXISTING GSF BY DEPARTMENT			
		Gross Floor Area Inside Exterior	Notes (SF doesn't include circulation unless otherwise noted)
Financial Department			
	First Floor	92	
	Second Floor	2,740	
	Third Floor	-	
	<b>Subtotal</b>	<b>2,832</b>	
Building/BOA/BOH/ZBA Department			
	First Floor	92	
	Second Floor	-	
	Third Floor	1,578	
	<b>Subtotal</b>	<b>1,670</b>	
Town Administration			
	First Floor	1,743	
	Second Floor	434	
	Third Floor	1,317	
	<b>Subtotal</b>	<b>3,494</b>	
School Department			
	First Floor	86	
	Second Floor	-	
	Third Floor	2,964	Includes Corridor
	<b>Subtotal</b>	<b>3,050</b>	
Parks & Recreation			
	First Floor	2,633	Includes Corridor
	Second Floor	-	
	Third Floor	-	
	<b>Subtotal</b>	<b>2,633</b>	
Elder & Human Services - First Floor			
	First Floor	3,937	
	Second Floor	2,871	Includes Corridor
	Third Floor	-	
	<b>Subtotal</b>	<b>6,808</b>	
LCTV Studio			
	First Floor	-	
	Second Floor	3,048	
	Third Floor	-	
	<b>Subtotal</b>	<b>3,048</b>	
Support Space			
	First Floor	1,856	
	Second Floor	908	
	Third Floor	912	
	<b>Subtotal</b>	<b>3,676</b>	
	<b>TOTAL</b>	<b>27,211</b>	
Library (Remaining Space that Excludes Restrooms & Veterans Agent Office)			
	First Floor	5,148	
	Second Floor	6,533	
	Third Floor	2,748	
	<b>Subtotal</b>	<b>14,429</b>	

Approximate Total Building Programmable Space

41,640

### III . Program Area



# Existing Building Areas

## Shattuck Street

37 SHATTUCK ST. - EXISTING GSF			
		Gross Floor Area Inside Exterior	Notes
Library Wing (1952)	First Floor	6,249	
	Second Floor	6,854	
	Third Floor	2,926	
	Subtotal	16,029	
Classroom Wing (1938)	First Floor	4,633	
	Second Floor	4,632	
	Third Floor	4,647	
	Subtotal	13,912	
Multi-Use Wing (1938)	First Floor	4,148	
	Second Floor	4,684	
	Third Floor	1,802	
	Subtotal	10,634	
Office Wing (1922)	First Floor	3,305	
	Second Floor	3,382	
	Third Floor	3,332	
	Subtotal	10,019	
TOTAL		50,594	

Total Area all Levels Except Library	
First Floor	12,086
Second Floor	12,698
Third Floor	9,781
Subtotal	34,565

Total Area all Levels	
First Floor	18,335
Second Floor	19,552
Third Floor	12,707
Subtotal	50,594

Total Footprint	20,720
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## 255 Great Road

255 Great Road - EXISTING GSF			
		Gross Floor Area Inside Exterior Walls	Notes
	First Floor	10,118	
	Second Floor	9,965	
	Total	20,083	

## King Street

PROGRAM AREA	Program Goals
<b>Square Feet</b>	
<b>Financial Department (FD)</b>	
Net Area	4,753
<b>Gross Area with Circulation</b>	<b>5,704</b>
<i>Future Gross Area</i>	<i>6,844</i>
<b>Building/BOA/BOH/ZBA Department (DOB)</b>	
Net Area	3,712
<b>Gross Area with Circulation</b>	<b>4,454</b>
Future Gross Area	5,345
<b>Town Administration (TA)</b>	
Net Area	4,810
<b>Gross Area with Circulation</b>	<b>5,772</b>
Future Gross Area	6,926
<b>School Department (SD)</b>	
Net Area	3,108
<b>Gross Area with Circulation</b>	<b>3,730</b>
Future Gross Area	4,476
<b>Parks &amp; Recreation (P&amp;R)</b>	
Net Area	11,519
<b>Gross Area with Circulation</b>	<b>13,823</b>
Future Gross Area	16,587
<b>Elder &amp; Human Services (EHS)</b>	
Net Area	15,149
<b>Gross Area with Circulation</b>	<b>18,179</b>
Future Gross Area	21,815
<b>LCTV Studio (TV)</b>	
Net Area	2,823
<b>Gross Area with Circulation</b>	<b>3,388</b>
Future Gross Area	4,065
<b>Support Space (SS)</b>	
Net Area	2,823
<b>Gross Area with Circulation</b>	<b>3,388</b>
Future Gross Area	4,065
<b>Total</b>	
Net Area	48,697
<b>Gross Area with Circulation</b>	<b>57,158</b>
<b>Efficiency</b>	
Future Gross Area	68,590

## IV . Department Programs



Finance Department

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report		
	No. of Rms	Total # Staff	#PT Staff	Ex'g Location	Room SF	No. of Rms	Total Staff	#PT Staff	Space Diagram	Typical Room SF	Function of Space	Occs.	Adjacency & Location	Fit Out, Security & Other	Comfort & Finishes	Space Needs Summaries	Existing Gross Area	Proposed Gross Area
Financial Department													Level 2 is not ideal. Move closer to Town Administrator and away	Goal is to split town treasurer from Human Resources. Counter cannot be	too hot too cold, huge variation, windows are difficult to open,			
Assessor																<b>Assessors Characteristics:</b> Administrative offices to serve the needs of the Assessor's Office with public counter. Also requires corridor access to table with maps. (3) Workstations (8) File Cabinets (7) 2x3 Storage Cabinet (15 drawers) Flat Files (1) Plan review/work table 3' x 5' (2) Bookshelves (3) Computers & Monitors (2) Printer & Stand Extend Public Counter to incorporate ADA compatible and shelves. <b>Comments:</b> 3 full time staff. Could share space with Tax Collector/Accounting/Treasurer. Also needs additional storage and small conference room to share.		
Chief Assessors Office													Building Permits & Tax Collector ( Debbie), Works with Finance Department most intensity in February. Works privately with Building Department	Loves space location and size. Could not reduce due to file storage needs.	Carpeting replaced with sheet due to allergies			
Assistant Assessors Open Office (w/ Adjacency to public counter)	1	1		206A	153	1	1		Office C	187	Business Area (100 Gross)	1.87						
Public Counter (w/ adjacency to open office)	1	2		206	141	1	1		Office B	140	Business Area (100 Gross)	1.40						
Board of Assessors Conference Room	1			206C	213	1	1		Open Office 1	312	Business Area (100 Gross)	3.12						
Storage (Assessors Office)	1	0		205	152	1	0		Conf B	165	Business Area (100 Gross)	1.65	Also used by Human Resources and Treasurer. Meets with 2-3 (contractors don't use space.) Assessment field document review. Current conference room size is correct.	Larger meeting room required Drawings and documents are periodically moved downstairs. Scheduled purging. Some records need to be kept forever but no rule to protect.				
Assessors Subtotal	5	3		206B	13	1	0		Stor B	68	Storage Area (300 Gross)	0.23					748	257
Town Clerk																<b>Town Clerk Characteristics:</b> Administrative offices to serve the needs of the Town Clerk with public counter. (2) Workstations (5) File Cabinets (1) Vault with 5 files Bookshelves Extend Public Counter to also incorporate ADA Compliant. Need larger counter <b>Comments:</b> One full time staff; one part-time Administrative Asst. Area needed for 4 ft x 2.5 ft x 6 ft high rolling safe.		
Town Clerk & Tax Collector's Shared Open Office	1	2		207	289	0			Not Used		Business Area (100 Gross)	0.00	Needs access to safe; Does not need to have access to tax collector.					
Public Counter (w/ adjacency to open office)	1			207D	183	0			Not Used		Business Area (100 Gross)	0.00	First floor location preferred for easy access by seniors. Needs access to safe often and to be in proximity to Treasurer.					
Futture Town Clerks Office	0					1	2	1.00	Open Office 2, add vault	425	Business Area (100 Gross)	4.25	Needs access to safe; Does not need to have access to tax collector.					
Storage (Town Clerk and Tax Collector's Office)	2			207B, 207C	56	1			Stor A	225	Storage Area (300 Gross)	0.75						
Town Clerk Subtotal	4	2			528	2	2			650							660	1,292
Tax Collector																<b>Tax Collector Characteristics:</b> Administrative offices to serve the needs of the Tax Collector with public counter. Secure window to public with security glazing. (1) Workstations (4) File Cabinets (2 drawer) (1) 2x3 Storage Cabinet Extend Public Counter to incorporate computer on counter for payments, Needs additional file cabinets and small photocopies to make copies for taxpayers <b>Comments:</b> 1 part-time staff. Area needed for 3x3x3 safe		
Tax Collectors Office	0	1			0	1	1		Open Office3, secure	350	Business Area (100 Gross)	3.50	First floor location preferred for easy access by seniors. Needs access to safe often and to be in proximity to Treasurer.					
Futture Storage (Tax Collector)	0				0				Stor A	225	Storage Area (300 Gross)	0.75						
Tax Collectors Subtotal	0	1			0	1	1			575							675	952

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report		
	No. of Rms	Total # Staff	(#PT Staff)	Ex'g Location	Room SF	No. of Rms	Total Staff	(#PT Staff)	Space Diagram	Typical Room SF	Function of Space	Occs.	Adjacency & Location	Fit Out, Security & Other	Comfort & Finishes	Space Needs Summaries	Existing Gross Area	Proposed Gross Area
Financial Department													Level 2 is not ideal. Move closer to Town Administrator and away	Goals to split town treasurer from Human Resources. Counter cannot be	too hot too cold, huge variation, windows are difficult to open,			
Assessor																<b>Assessors Characteristics:</b> Administrative offices to serve the needs of the Assessor's Office with public counter. Also requires corridor access to table with maps. (3) Workstations (8) File Cabinets (7) 2x3 Storage Cabinet (15 drawers) Flat Files (1) Plan review/work table 3' x 5' (2) Bookshelves (3) Computers & Monitors (2) Printer & Stand Extend Public Counter to incorporate ADA compatible and shelves. <b>Comments:</b> 3 full time staff. Could share space with Tax Collector/Accounting/Treasurer. Also needs additional storage and small conference room to share.		
Chief Assessors Office													Building Permits & Tax Collector (Debbie), Works with Finance Department most intensity in February. Works privately with Building Department	Loves space location and size. Could not reduce due to file storage needs.	Carpeting replaced with sheet due to allergies			
	1	1		206A	153	1	1		Office C	187	Business Area (100 Gross)	1.87						
Assistant Assessors Open Office (w/ Adjacency to public counter)	1	2		206	141	1	1		Office B	140	Business Area (100 Gross)	1.40						
Public Counter (w/ adjacency to open office)	1			206C	213	1	1		Open Office 1	312	Business Area (100 Gross)	3.12						
Board of Assessors Conference Room													Also used by Human Resources and Treasurer. Meets with 2-3 (contractors don't use space.) Assessment field document review. Current conference room size is correct.					
	1	0		205	152	1	0		Conf B	165	Business Area (100 Gross)	1.65		Larger meeting room required				
Storage (Assessors Office)														Drawings and documents are periodically moved downstairs. Scheduled purging. Some records need to be kept forever but no rule to protect.				
	1			206B	13	1	0		Stor B	68	Storage Area (300 Gross)	0.23						
Assessors Subtotal	5	3			672	5	3			872							748	257
Town Clerk																<b>Town Clerk Characteristics:</b> Administrative offices to serve the needs of the Town Clerk with public counter. (2) Workstations (5) File Cabinets (1) Vault with 5 files Bookshelves Extend Public Counter to also incorporate ADA Compliant. Need larger counter <b>Comments:</b> One full time staff; one part-time Administrative Asst. Area needed for 4 ft x 2.5 ft x 6 ft high rolling safe.		
Town Clerk & Tax Collector's Shared Open Office	1	2		207	289	0			Not Used		Business Area (100 Gross)	0.00	Needs access to safe; Does not need to have access to tax collector;					
Public Counter (w/ adjacency to open office)													First floor location preferred for easy access by seniors. Needs access to safe often and to be in proximity to Treasurer.					
	1			207D	183	0			Not Used		Business Area (100 Gross)	0.00	Needs access to safe; Does not need to have access to tax collector;					
Futture Town Clerks Office	0					1	2	1.00	Open Office 2, add vault	425	Business Area (100 Gross)	4.25						
Storage (Town Clerk and Tax Collector's Office)	2			207B, 207C	56	1			Stor A	225	Storage Area (300 Gross)	0.75						
Town Clerk Subtotal	4	2			528	2	2			650							660	1,292
Tax Collector																<b>Tax Collector Characteristics:</b> Administrative offices to serve the needs of the Tax Collector with public counter. Secure window to public with security glazing. (1) Workstations (4) File Cabinets (2 drawer) (1) 2x3 Storage Cabinet Extend Public Counter to incorporate computer on counter for payments, Needs additional file cabinets and small photocopies to make copies for taxpayers <b>Comments:</b> 1 part-time staff. Area needed for 3x3x3 safe		
Tax Collectors Office									Open Office3, secure	350	Business Area (100 Gross)	3.50	First floor location preferred for easy access by seniors. Needs access to safe often and to be in proximity to Treasurer.					
	0	1			0	1	1		Stor A	225	Storage Area (300 Gross)	0.75						
Futture Storage (Tax Collector)	0				0													
Tax Collectors Subtotal	0	1			0	1	1			575							675	952



Department of Building

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report		
	No. of Rms	Total # Staff	(#PT Staff)	Ex'g Location	Room SF	No. of Rms	Total Staff	(#PT Staff)	Space Diagram	Typical Room SF	Function of Space	Occs.	Adjacency & Location	Fit Out, Security & Other	Comfort & Finishes	Space Needs Summaries	Existing Gross Area	Proposed Gross Area
Building/BOA/BOH/ZBA Department													floor preferred to reduce dirty boot traffic. Department of	turned over immediately. No need for safe, use accounting vault.	one thermostat. Only some windows are operational.	Characteristics: Administrative offices to serve the needs of the Board of		
Building Commissioner's /Zoning Officer's Office	1	1		302	315	1	1		Office C	187	Business Area (100 Gross)	1.87						
Zoning Assistant/Board of Appeals/Board of Health Office	1	1		302	115	1	1		Office B	140	Business Area (100 Gross)	1.40						
Administrative Assistant Office	1	1		303A	175	1	1		Waiting and Office A2	210	Business Area (100 Gross)	2.10		Serves Department of Health and Department of Building.				
Inspector of Wires Office	0	1		302	0	0	1				Business Area (100 Gross)	0.00						
Plumbing, Gas & S.M. Office	0	1		302	0	0	1				Business Area (100 Gross)	0.00		2 part time staff members are typically in the field, in office about 30 minutes per day, share desk..				
Plan Room/Storage	1			303B	167	3			Stor A	675	Storage Area (300 Gross)	2.25						
Futtture Open Office	0					3	3		Open OfficeE1	393								
	4	5	0		772	9	8	0		1,605							583	1,260
Planning & Conservation Commission																		
Planning & Conservation Commission Office	1	2		303	115				Not Used	0	Business Area (100 Gross)	0.00		Currently 3 rooms; Needs counter & display for forms. Large plan desk required. Plans are now online requiring less storage.		Planning Board / Conservation Commission Characteristics: Administrative offices to serve the needs of the Planning Board / Conservation Commission / Board of Health/Appeals Board /Building Dept. with public counter. (4) Workstations (15) File Cabinets (2) Small credenza (1) Plan review table/ work table Bookcase Extend Public Counter to share with Building, Board of Health, Conservation and Appeals Board. Could use storage room for rolled drawings, etc. Comments: One full time I need asap one part time for planning One part time staff for conservation		
Futtture Planning Office						1			Office B	140	Business Area (100 Gross)	1.40						
FutttureConservation Commission Office						1	1		Office B	140	Business Area (100 Gross)	1.40						
FutttureOpen Office with Counter and Plan Table	1	2	0	303	115	3	3	0	Open Office C2	395	Business Area (100 Gross)	3.95					840	928
Shared Area																		
Storage (Closets)	1			303C	9				Not Used		Storage Area (300 Gross)	0.00						
Storage (File Rooms)	2			104, 305	307	2			Stor A	450	Storage Area (300 Gross)	1.50						
Front Office/Counters																		
	1			302/303	396	0			Not Used		Business Area (100 Gross)	0.00		Reception area & counter. Current size is sufficient to unroll plans and have public use computer on counter.,	Currently VCT with walk off mat. Durable hospital grade sheet laminate with sealed seams and sports flooring behind counter would be an improvement.		-	-
Futtture Larger Meeting Room	0			(Town Assessors 307)		1			Mtng A	491	Business Area (100 Gross)	4.91		Larger area would be better. Video conferencing would be helpful.				
FutttureSmall Meeting Room	0					1			Conf C	193	Business Area (100 Gross)	1.93		Want: small meeting area for four people including public with privacy.				
Futtture Printing Area	0					1			Central Services Workroom	168	Business Area (100 Gross)	1.68		Can be shared, photocopier and printer required.				
Restrooms						2				130								
		0	0		712		0	0		1,432								
Subtotal (Net Area)	5	7	0		1,599	12	11	0		3,712		24.39					1,423	
Efficiency /Circulation Factor										1.20								
Base Gross Area					3,340					4454.40								
Growth Contingency										1.20								
Future Department Program Total										5345.28								

Littleton, MA
 

# Town Adminstration

Town Administration														Technology is currently sufficient. Small cashbox required, money is transferred	Currently poor thermal comfort, solar gain, one thermostat, poorly	Board of Selectmen/Town Administration		
Town Administrators Office																General Office-Board of Selectmen	644	1,496
	1	1	306B	154	1	1		Office C	187	Business Area (100 Gross)	1.87	Does not want to be on first floor; Needs to be separate from public.	wants a small table			Private Office-Town Administrator		
Assistant Town Administrators Office																Characteristics:		
	1	1	306C	164	1	1		Office B	140	Business Area (100 Gross)	1.40					Private administrative office to serve the needs of the Town Administrator (1) Workstations Bookshelves (2) File Cabinets Small Conference Table for private meetings		
Executive Assistants Office																Private Office-Assistant Town Administrator		
	1	1	306	194	1	1		Office A2	210	Business Area (100 Gross)	2.10					Administrative office to serve the needs of the Town Administrator (1) Workstations (2) File Cabinets Bookshelves		
Town Administrators Conference Room																Comments:		
	1		306A	151	1			Conf C	193	ply - Unconcentrated (15 Net)	12.87	This space could be shared with another department.	Currently includes reception & counter Now seats 6-8. Seating for 10 would be better. Conference room for 4 is not sufficient. Kitchenette now located within conference room.			Small table with chairs would be useful.		
Meeting Room (Existing Location on First Floor)	1		103	872	1			Mtng B	1,093	ply - Unconcentrated (15 Net)	72.87		Keep door open to server room			HR/Executive Assistant		
Meeting Room (Existing Location on Third Floor)	1		307	436	1			Mtng A	491	ply - Unconcentrated (15 Net)	32.73					Characteristics:		
Kitchenette (for Meeting Room 103)	1		103A	91	0			(Included in Mtng B)		Business Area (100 Gross)	0.00					Administrative offices to serve the needs of the Personnel Office. (1) Workstations (5) File Cabinets Bookshelves (1) 2x3 Storage Cabinet		
IT Managers Office																Comments:		
	1	1	222	149	1	1		Office B	140	Business Area (100 Gross)	1.40		Private			Currently one part time position.		
IT Help Desk Support	1	1	223	201	1	1		Open C2	395	Business Area (100 Gross)	3.95		Additional space to work on machines; No counter			Public Meeting Space for 30-50 Seats		
IT Storage			222A, 223A, 223B, 223C, 223D															
	5			48	1			Stor A	225	Storage Area (300 Gross)	0.75							
Maintenance Room (First Floor)																Information Technology Department		
	1	1	101	553	1		1	Maintenance Supplies Room	211	Equipment Room (300 Gross)	0.70					Characteristics:		
Maintenance Office								Office B	140							Administrative offices to serve the needs of the Town of Littleton (2) Workstations (1) File Cabinets (1) 2x3 Storage Cabinet Rack with Server/Switches Large format printer 3'x 5' closet		
Storage (Closets)																Comments:		
	1		301B	29	1			Storage Room A	225	Storage Area (300 Gross)	0.75		Files: 3 common, 2 undercounter n( may not be required), hall files ( not req'd.) Periodic purging of storage encouraged due to limited space. Supply storage for print is req'd at satellite locations and central location.			Need "Help Desk Support" full time		
Storage (File Rooms)	3		103B, 104, 305B	403	2			Stor A	450	Storage Area (300 Gross)	1.50					Not able to share space because of confidential nature		
Printing Room	0				1			Central Services Workroom	168	Business Area (100 Gross)	1.68					Need Server room with added shelving		
Nursing Room	0			0	1				62	Business Area (100 Gross)	0.21					Provide small office within existing server room at existing Town Hall Facility	220	396
Private telephone room	0			0	1				30		0.10							
Restrooms					7				450									
Subtotal (Net Area)	19	6		3,445	23	6			4,810		134.88			1 M & 1F @2 W.C				
Efficiency /Circulation Factor									1.20									
Base Gross Area				3,494					5,772									
Growth Contingency									1.20									
Future Department Program Total									6,926									



School Department

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report		
	No. of Rms	Total # Staff	(#PT Staff)	Ex'g Location	Room SF	No. of Rms	Total Staff	(#PT Staff)	Space Diagram	Typical Room SF	Function of Space	Occs.	Adjacency & Location	Fit Out, Security & Other	Comfort & Finishes	Space Needs Summaries	Existing Gross Area	Proposed Gross Area
School Department														Security currently insufficient, 2nd egress important. Renovate with glass doors	No carpet	Littleton School Department Characteristics:		
Superintendents Office	1	1		330	295	1	1		Office D	248	Business Area (100 Gross)	2.48		Table (6-8 people)				
Lobby / Reception Area	1			324	68	1	1		Open Office	140	Business Area (100 Gross)	1.40						
Executive Assistants Office	1	1		326	189	1	1				Business Area (100 Gross)	0.00		Panic Alert required				
Bus/Transportation Managers Office	1	1		318	124	1	1		Office B	140	Business Area (100 Gross)	1.40		L-shaped desk Current office is too narrow; Needs room for 3-4 people				
Conference Room (20)	0				0	1			Conf D	365	ply - Unconcentrated (15 Net)	24.33		A larger conference room is needed. Needs window looking into space				
Conference Room (12-16)	0				0	1			Conf C	193	ply - Unconcentrated (15 Net)	12.87		A larger conference room is needed. Needs window looking into space				
Conference Room (8-12)	1			311	196	1			Conf B	165	ply - Unconcentrated (15 Net)	11.00						
SPED Office	0					1	1		Office B	140	Business Area (100 Gross)	1.40						
PS Admin. Assistants Office	1	1		316	63	1	1				Business Area (100 Gross)	0.00						
Director of Pupil Services Office	1	1		315	140	1	1		Office B2	140	Business Area (100 Gross)	1.40						
Circ. Admin. Assistants Office	1	1		313	79	1	1		Office A	126	Business Area (100 Gross)	1.26						
Director of Curriculum Office	1	1		314	90	1	1		Office B	140	Business Area (100 Gross)	1.40						
School Payroll Coordinators	1	1		312	116	1	1		Office B	140	Business Area (100 Gross)	1.40						
Accounts Payable & Facilities	1	1		319	177	1	1		Office B	140	Business Area (100 Gross)	1.40						
Future office						1	1		Office A	126								
Future office						1	1		Office A	126								
FuttureTransit Office	0					1	3				Business Area (100 Gross)	0.00						
Mail Room / Copy Room	1			317	70	1			Mailroom	100	Business Area (100 Gross)	1.00			Additional space required for mailings.			
Kitchen Area	1			320	71	1			Staff Lounge	161	Business Area (100 Gross)	1.61		Should be designated kitchen area				
Storage (Closets)	2			310, 320	49	1			Stor B	68	Storage Area (300 Gross)	0.23		Secure SPED file storage required.				
Storage (File Rooms)																		
	3			104, 305A, 305C	305	2			Stor A	450	Storage Area (300 Gross)	1.50		Currently 2 small closets				
Restrooms						4				330				1 M & 1F @2 W.C	Need for additional restroom expressed			
Subtotal (Net Area)	18	9			2,032	24	16			3,108		66.08					3,264	4,781
Efficiency /Circulation Factor										1.20								
Base Gross Area					3,050					3,730								
Growth Contingency										1.20								
Future Department Program Total										4,476								

Parks & Recreation

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report		
	No. of Rms	Total # Staff	(#PT Staff)	Ex'g Location	Room SF	No. of Rms	Total Staff	(#PT Staff)	Space Diagram	Typical Room SF	Function of Space	Occs.	Adjacency & Location	Fit Out, Security & Other	Comfort & Finishes	Space Needs Summaries	Existing Gross Area	Proposed Gross Area
Parks & Recreation				(Borrowed space within Complex)												Characteristics: Offices for Directors and Coordinators to serve the needs of the Town of Littleton (4) Workstations (3) Kiosks for Public Use with Computers & Printers Small		Building Dept./Assessor, BOH, Zoning/Records ?
PRCE Director's Office	1	1		120B	143	1	1		Office C	187	Business Area (100 Gross)	1.87						
PRCE Assistant Director's Office	1	1		120C	100	1	1		Office B	140	Business Area (100 Gross)	1.40						
Rec. Coordinator's Office (1)	1	1		120A	89	1	1		Office A	126	Business Area (100 Gross)	1.26						
Comm. Edu. Coordinator's Office (2)	1	1		120D	77	1	1		Office A	126	Business Area (100 Gross)	1.26						
Future Task Coordinators Office (3)	0	1				1	1		Office A	126	Business Area (100 Gross)	1.26						
Future Lobby / Reception & Kiosk Area	0								( See Admin. Asst)	0	Business Area (100 Gross)	0.00						
Administrative Assistants Office	1	1		120	121		1		Lobby	320	Business Area (100 Gross)	3.20						
Future Printing and Supply Area	0	0		0	0		0		Central Services	168	Business Area (100 Gross)	1.68						
Future Additional Work Stations	0	1				1	3		Open Office E1	393	Business Area (100 Gross)	3.93						
Conference Room (12-15)	1			121	324	1			Conf C	193	ply - Unconcentrated (15 Net)	12.87						
Gym/MP Room	0				0	1			Gymnasium (6860 GSF )	0	Exercise Room (50 Gross)	0.00		Town has advised not to design for full basketball court at this time. Ideally rthis would be sized for High School Basketball Court (6860 sf) for tournament. Does not need locker rooms thoughthey would be helpful. This space w ould ideally divide for other activites like yoga and be shared with EHS Department.	Currently used for camp at another location. Laso use for TRAC. Similar in size to multi-purpose room.			
Multipurpose Room				(125 Seniors Multipurp ose Room, 103 Town Meeting Room)						3,500	Exercise Room (50 Gross)			Needs to accommodate 60-70 person Teen program. Continue to share with seniors. (Multipurpose space for P&R 160 kids + 45 teens?)				
Future Cafeteria	0					0			Use Classroom	0		0.00		Town has advised not to design for new Shattuck site cafeteria at this time. Needs to accommodate 250 at one time (180 Beach Campers + 70 Summer Staff). Currently the cafeteria of school within walking distance of beach is used for this purpose.	Currently used for camp at another location.			
Teacher's Lounge	0					1			Staff Lounge	161	Business Area (100 Gross)	1.61			Currently used for camp at another location.			
Classroom 1 (Teen Room)	1			123	472	1			Activity Cards/ Billiards	938	Business Area (100 Gross)	9.38			Classrooms with A/C requested.			
Futtire Classroom 2 ( Cafeteria)	0					1			Activity/ Meeting Classroom for 24	600	Business Area (100 Gross)	6.00			Classrooms with A/C requested. One Art Room.			
Futtire Classroom 3 ( Tornado Shelter)	0					1			Activity/ Meeting Classroom for 24	600	Business Area (100 Gross)	6.00			Classrooms with A/C requested.			
Futtire Classroom 4	0			(Library Couper Room)		1			Activity/ Meeting Classroom for 24	600	Business Area (100 Gross)	6.00			Classrooms with A/C requested.			
Futtire Classroom 5	0					1			Activity/ Meeting Classroom for 24	600	Business Area (100 Gross)	6.00			Classrooms with A/C requested.			
Future Storage Room Child Use	0					1			Stor B	68	Business Area (100 Gross)	0.68			Cubbies for backpacks, lunch			
Future First Aid and Cool Down Room	0					1			Office B	140	Business Area (100 Gross)	1.40						
Future Camp Storage Room	0					1			Stor A	225	Storage Area (300 Gross)	0.75			9 winter months. Camp now uses two larger closets plus an outside storage shed.			
Future TRAC Storage Room	0					1			Stor A	225	Storage Area (300 Gross)	0.75						
Shattuck Parking Lot Shed Storage	3			Shattuck Parking Lot		1			TBD	1,000				Storage needs of P&R and use of insite sheds to be clarified . P&R needs Special Event inflatable movie screen) storage , Beach Life Guard Storage ( now15'x20' Life Guard Office)				
Futtire Tornado Shelter	0					0			design one of the spaces as dual purpose	0	Storage Area (300 Gross)	0.00			Requested by staff.			
Storage (Closets)	3			120F, 121A, 123A	23	1			Stor A	225	Storage Area (300 Gross)	0.75						



Storage (Equipment Rooms)				120E, 124, 124A, 124B, 104														
	5				485	2			Stor B	68	Storage Area (300 Gross)	0.23						
Restrooms						10				790					Currently 4 rooms. Separate Staff, Boys and Girls restrooms needed: proposed : 1 M & 1F @2 W.C,			
Subtotal (Net Area)	18	7			1,834	32	9			11,519		68.27					8,750	12,432
Efficiency /Circulation Factor										1.20								
Base Gross Area					2,633					13,823								
Existing Storage					1,000													
Base w outside storage					3,633													
Growth Contingency										1.20								
Future Department Program Total										16,587								
Future Gym										6,860								
Total Future Growth + Future Gym										23,447								

Elder & Human Services

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report		
	No. of Rms	Total # Staff	(#PT Staff)	Ex'g Location	Room SF	No. of Rms	Total Staff	(#PT Staff)	Space Diagram	Typical Room SF	Function of Space	Occs.	Adjacency & Location	Fit Out, Security & Other	Comfort & Finishes	Space Needs Summaries	Existing Gross Area	Proposed Gross Area
Elder & Human Services																LITTLETON ELDER & HUMAN SERVICES/COA		
Lobby / Reception / Waiting Area	0	0			0	1	1		Open Office	130	Business Area (100 Gross)	1.30	Front office to greet visitors;		counter with desk & chairs; photocopier/printer/computer	Administrative/Director Office and see Additional	10,868	17,040
Multipurpose/Exercise (50)	1			125	2,153	1			Multi-Purpose	3,500	Exercise Room (50 Gross)	70.00			Onsite storage; wood flooring for dance; better acoustics; weight room & exercise equipment; proximity to kitchen/dining			
Multipurpose Storage	0				0	1			Multi-Purpose Storage	200	Storage Area (300 Gross)	0.67						
Drop-in Room	1			233	460	0				500	Business Area (100 Gross)	5.00			Chairs & couches; computers/printer; cooling center in hot weather; access to coffee/snacks; access to library/book swap			
Dining (20 sf per seat)	1			126	815	1			Dining	2,500	oly - Unconcentrated (15 Net)	166.67			(Prefer 30-50 seats)			
Dining Storage	2			126B, 126C	149	2			Storage / Dry Storage	183	Storage Area (300 Gross)	0.61			(2 rooms)			
Kitchen	1	1		126A	281	1			Kitchen	755	nen - Commercial (200 Gross)	3.78			Direct access to parking lot			
Kitchen Manager's Office	0				0	1	1		Kitchen Manager's Office	74	Business Area (100 Gross)	0.74						
Medical Room	0				0	1	1		Medical Room	239	Business Area (100 Gross)	2.39			BP clinic; 2 nurses; sink; 6 people; massage; audiologist			
Thrift Shop (COA)	1			234	496	1			Thrift Store	798	Mercantile (60 Gross)	13.30			Need more space; wheelchair access between aisles			
Thrift Shop Storage (COA)	1			234A	230	1			Thrift Store Storage	343	Storage Area (300 Gross)	1.14			Need more, currently at capacity			
Dementia Group Room (20)	0				0	1			Dementia Room	1,153	Business Area (100 Gross)	11.53			Keep it social			
Dementia Group Room Storage	0				0	1			Dementia Room Storage	143	Storage Area (300 Gross)	0.48						
Craft Group Room (30)	0				0	1			Craft Room	858	oly - Unconcentrated (15 Net)	57.20			1 tech screen for presentations (Could be same room as Conference Room)			
Craft Group Room Storage	0				0	1			Craft Storage	67	Storage Area (300 Gross)	0.22						
Storage (Closets)	2			231B, 231C	16	1			Stor B	68	Storage Area (300 Gross)	0.23						
Storage (File Rooms)	1			225	44	0					Storage Area (300 Gross)	0.00						
Storage (File Rooms)	1			104	55	1			Stor A	225	Storage Area (300 Gross)	0.75						
Staff Break Room	1			230	497	1			Staff Lounge	161	Business Area (100 Gross)	1.61		Is this for staff or clients?	Small; no more than 3-4 people; needs sink, microwave, door w/ key fob			
EHS Director's Office	1	1		224	76	1	1		Office C2	187	Business Area (100 Gross)	1.87		More area required.	1 CPU, 2 screens, L-shaped desk, 3 files, round table; could be more private. (COA Reception currently connected is 123 SF)			
Assistant EHS Director's Office	1	1		232	127		1		Office B2	140								
COA Outreach Coordinator's Office	1	1	2	231	124	1	1		Office B2	140	Business Area (100 Gross)	1.40		Director and Assistant have similar space needs.	4 person table w/ chairs. (EHS Offices - 126 SF & 74 SF)			
COA Outreach Coordinator's Office	1	1		231A	127	1	1		Office B2	140	Business Area (100 Gross)	1.40		Often meet with couple and counselor	4 person table w/ chairs. (EHS Offices - 126 SF & 74 SF)			
Future SHINE Counselor's Office	0				0	1	1		Office A2	126	Business Area (100 Gross)	1.26			(Serving the Health Information Needs of Everyone)			
Future SHINE Counselor's Office	0				0	1	1		Office B	140	Business Area (100 Gross)	1.40						
Future Growth Office	0				0	1	1		Office B	140	Business Area (100 Gross)	1.40						
Future Growth Office	0				0	1	1											
Veterans Agent Office	1	1		L101 (Library, 1st Level)	285	1	1		Office A2	126	Business Area (100 Gross)	1.26			Need private office; display area; waiting area 2-3 chairs (currently shared VA Small Meeting Room on first floor of library)	Veteran's Services Characteristics: Administrative offices to serve the needs of the Veteran's Services (1) Workstations (2) File Cabinets (1) 2x3 Storage Cabinet (1) Display Case (1) Shared photocopiers (1) Computer & Monitor Comments: Currently one part time position. Could share space with COA since same client base.	119	154
Future Waiting Area (private)	0				0	2			Waiting Area (Office A2)	168	Business Area (100 Gross)	1.68						
Future Conference Room (15-20)	0				0	1			Conf D	365	oly - Unconcentrated (15 Net)	24.33			Full AV capacity (Could be same room as Craft Room)			
Restrooms						20				1,580					1 M & 1F @2 W.C			
Subtotal (Net Area)	18	6			5,935	49	12			15,149		373.61					10,987.00	17,194.00
Efficiency /Circulation Factor										1.20								
Base Gross Area					6,808					18,179								
Growth Contingency										1.20								
Future Department Program Total										21,815								

Elder & Human Services, EDITED February 1, 2021

37 SHATTUCK ST. SPACE PROGRAM										
2/1/2021	EHS/COA PROGRAM				EXISTING					
	NEEDS List Room SF	WISH List Room SF	Referenced Program Diagram	Notes	No. of Rms	Total # Staff	(#PT Staff)	Ex'g Location	Room SF	
Lobby/Waiting Area/Drop-In Room (Lower Level)	1250	1500		Combined circulation and drop-in room. A piano and pool table could be located here	1			233	460	
Lobby/Waiting Area/Drop-In Room (Lower Level)				Combine circulation, waiting & drop-in room						
Reception	130	130	Open Office	Front office one or two seats to greet visitors and registrations; counter with desk & chairs; +2 monitors- key tag programs scans for visitor use and data records						
Admin. Assistant's Office	0	0		Eliminate						
Open office for 2-4 with Central Services Workroom	315	240	Central Services Workroom +om	Located near admin offices; Includes Admin. Assistant's workstation and mailroom photocopier/scanner/shredder/printer/computer-workstation for admin with printer and desktop and mail room						
Mail Room	0	0		Not Required						
EHS Director's Office -full	187	187	Office C2	Office size to accommodate: Provide space for workstation ( 1 CPU, 2 screens, L-shaped desk, 3 files). + table to meet small group (4). This involves confidential work with people in distress. It should be close to Director and social services . Prefer visible presence near front entrance	1	1		224	76	
Assistant EHS Director's Office -full	126	187	?Office C	Provide space for workstation + table to meet small group (4). This involves confidential work with people in distress. It should be close to Director and social services	1	1		232	127	
COA Outreach Coordinator's Office	126	187	?Office C	Provide space to meet with couple and counselor; 4 person table w/ chairs.	1	1	2	231	124	
COA Outreach Coordinator's Office- extra	126	187	?Office C	Provide space to meet with couple and counselor; 4 person table w/ chairs.	1	1		231A	127	
Veterans Agent Office	0	187	?Office C	Direction has been provided to eliminate this office which could be located in another building. If it is provided, privacy and independence is very important for this program, The office should be private with display and waiting area with 2-3 chairs; Currently one part time position meets in library. Program is part of EHS program.	1		1	L101 (Library , 1st Level)	285	
Multifunctional Office	0	126	Office A2	SHINE (Serving the Health Information Needs of Everyone) office, AARP tax assistance office, etc. Allow space to meet one couple to review taxes.						
Multifunctional Office	0	0	Office A2	Eliminate						
Future Growth Office	0	126	Office B	It is anticipated that a volunteer programming coordinator will be needed in the future. Office does not require meting space.						
Future Growth Office	0	0	Office B	eliminate						
Vets Waiting Area (private)	0	0	Waiting Area (Office A2)	Not required						
Future Waiting Area (private)	0	0	Waiting Area (Office A2)	SHINE eliminate due to municipality size						
Staff Break Room	0	161	Staff Lounge	Small; no more than 3-4 people; needs sink, microwave, door w/ key fob	1			230	497	
Storage (Closets)	68	68	Stor B		2			231B, 231C	16	
Storage (File Rooms)	225	225	Stor A		2			225, 104	99	

Conference Room (12-20)	0	365	Conf D	Full AV capacity; Seat 12-20 for meetings and special groups, seminars or programs. This space should be outside of office suite for use by staff or guests					
Medical Room	0	239	Medical Room	Office function not exam. BP clinic; 2 nurses; sink; 6 people; massage; audiologist; Hard floor that is washable with sink and lockable storage. This space does not need to be near office suite. It would be beneficial to locate space adjacent to MP space.					
Medical Storage	0	68	Stor B	The size of this space needs to be determined. Equipment is rented to public. Walkers, shower benches wheelchairs, etc.					
Coat Room	0	68		Located near the multi-purpose and dining rooms. It does not have to be closed off.					
Multipurpose Room	1250	2000		wood flooring for dance; better acoustics; weight room & exercise equipment; proximity to kitchen/dining; Accommodates at least 50 people	1			125	2,153
Multipurpose Storage	50	200	Multipurpose Storage	Lecture /ding/ storage for tables , chairs and equipment. Storage space needs to be ample.					
Dining	1250	2000		The size requirements for space have varied throughout study. Initial direction was to provide :20 sf per seat; (Prefer 30-50 seats) Multi-purpose space for meals, meetings, card games etc. Flexible layout for rows tables and chairs or informal arrangements. Stacking chairs Folding tables A/V Screen Access to storage facilities; Equip for meetings, allow for flexibility, this area will be senior center primary function space, locate adjacent to kitchen.; ADA Compliant restrooms nearby, Area reduced to 2k Jan 2021	1			126	815
Dining Storage	0	200	Dining Storage	Ample space for tables chairs and equipment.	2			126B, 126C	149
Kitchen with storage and manager touch down	800	850	Kitchen	Direct access to parking lot	1	1		126A	281
Kitchen Storage	0	183	Storage / Dry Storage	Adequate freezer space is required to stock up on group meals.					
Kitchen Manager's Office	0	74	Kitchen Manager's Office	Preferably located within kitchen					
Program Room (1)	750	1153	Dementia Room	20 sf per person; Locate near companion restrooms; Keep it social; Potentially have a patio space outside along the south side for optimum sun exposure					
Program Room (1) Storage	0	143	Dementia Room Storage						
Program Room (2)	750	858	Craft Room	30 sf per person; 1 tech screen for presentations					
Program Room (2) Storage	0	67	Craft Storage						
Game Room	0	500		Card tables for bridge. Mahjong, wee bowling, pool table, etc.; 2 billiard tables to be in league. Potentially could be a separate multi-purpose room or included with the current list of multi-purpose rooms					
Fitness Room	925	1300		6-8 machines (treadmill, recumbent bike, stepper, free weights, etc.); 8-10 people in fitness programs (Mon-Fri); Yoga/t'ai chi/line dancing/etc. programs can take place in multi-purpose room. Room should have a sink.					
Fitness Room Storage	200	200							
Restrooms	800	1580		Provide: A companion toilet near social room; A staff restroom near offices; ADA restrooms. Visitors to office suite do not need their own restroom.					



Thrift Shop (COA)	0	0	Thrift Store	Thrift shop is not part of EHS. This space would be an added program with tenant renting space. If provided allow for wheelchair access between aisles and additional are for products,	1			234	496
Thrift Shop Storage (COA)	0	0	Thrift Store Storage	If this program is provided, increase storage and processing space.	1			234A	230
<b>Subtotal (Net Area)</b>	<b>9,328</b>	<b>15,559</b>			<b>18</b>	<b>5</b>	<b>3</b>		<b>5,935</b>
<i>Efficiency /Circulation Factor</i>	<i>1.20</i>	<i>1.20</i>							
<b>Base Gross Area</b>	<b>11,194</b>	<b>18,671</b>							<b>6,808</b>
<b>Support Space</b>									
Facility Storage?	450	450	Stor A		4			104C, 104D, 201C, 327	480
Server Room	200	200	Server Room		1			308	185
Main Data, Telephone & Cable Room	160	160	Tele / Data		1			104B	53
Main Electrical Room	160	160	Electrical		1			104A	90
Electrical Closet	22	22			1			201A	21
Electrical Closet	22	22			1			309	19
Elevator Machine Room	50	50	Elevator Machine Room		1			101B	45
Elevator Machine Room					1			122A	48
Mechanical Room	300	300	Mechanical Room		1			101A	217
Mechanical Room					1			122	175
Maintenance Room	180	180	Maintenance Room						
Janitors Closet	22	22	Janitor		1			201D	19
Janitors Closet	22	22	Janitor		1			301C	20
Janitors Closet (Lower Level)	22	22	Janitor						
Restrooms					3			L104, L105, L110	128
Restrooms					2			L207, L208	94
Restrooms					1			L301	46
Restrooms					2			102A, 102B	94
Restrooms					2			201B, 201E	361
Restrooms					2			301A, 301D	348
Restrooms					2			125A, 125B	186
Restrooms					2			122B, 122C	114
Restrooms					2			230A, 230B	246
Restrooms					2			323, 325	150
<b>Subtotal (Net Area)</b>	<b>1,610</b>	<b>1,610</b>			<b>35</b>	<b>0</b>	<b>0</b>		<b>3,139</b>
<i>Efficiency /Circulation Factor</i>	<i>1.20</i>	<i>1.20</i>							
<b>Base Gross Area</b>	<b>1,932</b>	<b>1,932</b>							<b>3,676</b>
<b>Total Net SF</b>	<b>10,938</b>	<b>17,169</b>			<b>53</b>	<b>5</b>	<b>3</b>		<b>9,074</b>
<b>Total Goss SF</b>	<b>13,126</b>	<b>20,603</b>							<b>10,484</b>

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report		
	No. of Rms	Total # Staff	(#PT Staff)	Ex'g Location	Room SF	No. of Rms	Total Staff	(#PT Staff)	Space Diagram	Typical Room SF	Function of Space	Occs.	Adjacency & Location	Fit Out, Security & Other	Comfort & Finishes	Space Needs Summaries	Existing Gross Area	Proposed Gross Area
LCTV Studio														High cost to relocate infrastructure. Users input is highly oimporatn to successful	Acoustical isolation is critical to studio use.	Cable T.V. Characteristics:		
Executive Directors Office ( "Reception" Desk)	1			235A	677	1	1		Office B	140	Business Area (100 Gross)	1.40						
Production Supervisor's Office	1			235F	144	1	1		Office A	126	Business Area (100 Gross)	1.26		Typical office layouts would work for this department. Offices would have editing stasions.				
Production Coordinator's Office	1			235H	84		1		Office A	126				Studio Office				
Equipment Check-In/Out	1			235C	74	1			Open Office C-1	312	Business Area (100 Gross)	3.12		This occurs at front desk/ recpetion. Needs 13'-14' minimim height for lighting grid. Current sie is appropriate. This space needs to be acoustically isolated and seaprate from others. Exercise room below is now an issue that needs to be scehdueld around.	Shared w/ Storage (185 total)			
Studio	1			235	1,238	1			Clarify Needs	1,000	Business Area (100 Gross)	10.00	EHS Multipurpose space has 7'-6 to 7'-10" perimter soffits, 9'11" center gwb ceiling, 9' beams.					
Meeting/ Lunch Area (now Stage)	1			235D	378				Clarify Needs	350		3.50			Lunch Area for LHS Class			
Control Room	1			235G	142	1			Clarify Needs	140	Business Area (100 Gross)	1.40		Current size is appropriate.	Production Room?			
Future Audio Recording Booth	0					1			Clarify Needs	70	Business Area (100 Gross)	0.70		Ideal, wish-list item.	Light Booth?			
Break Room	1			235E	72	1			Break Room/Staff Lounge	161	Business Area (100 Gross)	1.61			Currently kitchenette			
Storage	1			235B	110	1			Equipment Storage	68	Storage Area (300 Gross)	0.23		Public do not see space. Equipment would be culled if move, older parts are retained for repairs. Ports and workstations are needed in this space..	Shared w/ Equipment Check-In/Out (185 total)			
Restrooms						4				330					1 M & 1 F @2 W.C			
Subtotal (Net Area)	9	12			2,919	12	3			2,823		23.22					4,872	2,444
Efficiency /Circulation Factor										1.20								
Base Gross Area					3,048					3,388								
Growth Contingency										1.20								
Future Department Program Total										4,065								

Support Spaces

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report		
	No. of Rms	Total # Staff	(#PT Staff)	Ex'g Location	Room SF	No. of Rms	Total Staff	(#PT Staff)	Space Diagram	Typical Room SF	Function of Space	Occs.	Adjacency & Location	Fit Out, Security & Other	Comfort & Finishes	Space Needs Summaries	Existing Gross Area	Proposed Gross Area
Support Space																Additional building services needed (existing and new Building) Sprinkler/Water Meter Room Characteristics:		
Restrooms	3			L104, L105, L110	128	1					Accessory Area (300 Gross)	0.00						
Restrooms	2			L207, L208	94	1					Accessory Area (300 Gross)	0.00						
Restrooms	1			L301	46	1					Accessory Area (300 Gross)	0.00						
Restrooms	2			102A, 102B	94	1					Accessory Area (300 Gross)	0.00						
Restrooms	2			201B, 201E	361	1					Accessory Area (300 Gross)	0.00						
Restrooms	2			301A, 301D	348	1					Accessory Area (300 Gross)	0.00						
Restrooms	2			125A, 125B	186	1					Accessory Area (300 Gross)	0.00						
Restrooms	2			122B, 122C	114	1					Accessory Area (300 Gross)	0.00						
Restrooms	2			230A, 230B	246	1					Accessory Area (300 Gross)	0.00						
Restrooms	2			323, 325	150	1					Accessory Area (300 Gross)	0.00						
Facility Storage	4			104C, 104D, 201C, 327	480	2			Stor A	450	Storage Area (300 Gross)	1.50						
Server Room	1			308	185	1			Server Room	200	Equipment Room (300 Gross)	0.67						
Main Data, Telephone & Cable Room	1			104B	53	1			Tele / Data	160	Equipment Room (300 Gross)	0.53						
Main Electrical Room	1			104A	90	1			Electrical	160	Equipment Room (300 Gross)	0.53						
Electrical Closet	1			201A	21	1				22	Equipment Room (300 Gross)	0.07						
Electrical Closet	1			309	19	1				22	Equipment Room (300 Gross)	0.07						
Elevator Machine Room	1			101B	45	1			Elevator Machine Room	50	Equipment Room (300 Gross)	0.17						
Elevator Machine Room	1			122A	48	1			Elevator Machine Room	50	Equipment Room (300 Gross)	0.17						
Mechanical Room	1			101A	217	1			Mechanical Room	300	Equipment Room (300 Gross)	1.00						
Mechanical Room	1			122	175	1			Mechanical Room	300	Equipment Room (300 Gross)	1.00						
Janitors Closet	1			201D	19	1			Janitor	22	Accessory Area (300 Gross)	0.07						
Janitors Closet	1			301C	20	1			Janitor	22	Accessory Area (300 Gross)	0.07						
Subtotal (Net Area)	35				3,139	23				1,758		5.86						
Efficiency /Circulation Factor										1.20								
Base Gross Area					3,676					2,110								
Growth Contingency										1.20								
Future Department Program Total										2,532								



Total Program Areas

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report		
	No. of Rms	Total # Staff	(#PT Staff)	Ex'g Location	Room SF	No. of Rms	Total Staff	(#PT Staff)	Space Diagram	Typical Room SF	Function of Space	Occs.	Adjacency & Location	Fit Out, Security & Other	Comfort & Finishes	Space Needs Summaries	Existing Gross Area	Proposed Gross Area
Total Accessory Occupants					2,061							5.46						
Total Assembly Occupants					2,794.00							403.40						
Total Business Occupants					11,391							192.59						
Total Exercise Occupants					2,153							70.00						
Total Kitchen Occupants					281							3.78						
Total Mercantile Occupants					496							13.30						
Total Storage Occupants					4,427							25.09						
Total					23,603							713.62						

Plumbing Count Estimates

Calculations by Use

Use	Occupants	Fixture Count		
		Female	Male	Lavatories
Total Accessory Occupants	5.46	0.27	0.22 (33% Urinals)	0.11
Total Assembly Occupants	403.40	13.45	6.72 (50% Urinals)	2.02
Total Business Occupants	192.59	9.63	7.70 (33% Urinals)	3.85
Total Exercise Occupants	70.00	1.75	1.75 (33% Urinals)	1.17
Total Kitchen Occupants	3.78	0.13	0.06 (50% Urinals)	0.02
Total Mercantile Occupants	13.30	0.67	0.67 (33% Urinals)	0.33
Total Storage Occupants	25.09	1.25	1.00	0.50
Total	713.62	27.14	18.13	8.00
Total Toilet Fixture Count Rounded Up	47	28	19	8
		33%	3.78	
		50%	3.39	
		Total Urinals	7.17	

Calculations by Department

Plumbing Fixture Count by Department				
Financial Department	Occupants	Female	Male	
Total Accessory Occupants	0.40	0.02	0.02	
			(33% Urinals)	
Total Assembly Occupants	0.00	0.00	0.00	
			(50% Urinals)	
Total Business Occupants	33.35	1.67	1.33	
			(33% Urinals)	
Total Exercise Occupants	0.00	0.00	0.00	
			(33% Urinals)	
Total Kitchen Occupants	0.00	0.00	0.00	
			(50% Urinals)	
Total Mercantile Occupants	0.00	0.00	0.00	
			(33% Urinals)	
Total Storage Occupants	11.31	0.57	0.45	
	36.98	45.06	2.25	4.06
Total Toilet Fixture Count		3	2	5
		33%	0.60	
		50%	0.00	
		Total Urinals	0.60	
Building/BOA/BOH/ZBA Department		Female	Male	
Total Accessory Occupants	0.00	0.00	0.00	
			(33% Urinals)	
Total Assembly Occupants	0.00	0.00	0.00	
			(50% Urinals)	
Total Business Occupants	5.37	0.27	0.21	
			(33% Urinals)	
Total Exercise Occupants	0.00	0.00	0.00	
			(33% Urinals)	
Total Kitchen Occupants	0.00	0.00	0.00	
			(50% Urinals)	
Total Mercantile Occupants	0.00	0.00	0.00	
			(33% Urinals)	
Total Storage Occupants	2.25	0.11	0.09	
	24.39	7.62	0.38	0.69
Total Toilet Fixture Count		1	1	2
		33%	0.10	
		50%	0.00	
		Total Urinals	0.10	
Town Administration		Female	Male	
Total Accessory Occupants	0.70	0.04	0.03	
			(33% Urinals)	
Total Assembly Occupants	85.73	2.86	1.43	
			(50% Urinals)	
Total Business Occupants	10.72	0.54	0.43	
			(33% Urinals)	
Total Exercise Occupants	0.00	0.00	0.00	
			(33% Urinals)	
Total Kitchen Occupants	0.00	0.00	0.00	
			(50% Urinals)	
Total Mercantile Occupants	0.00	0.00	0.00	

Total Storage Occupants	3.00	0.15	(33% Urinals)	0.12	
	134.88	100.16	3.58	2.01	5.58
Total Toilet Fixture Count		4	3	7	
		33%	0.19		
		50%	0.71		
		Total Urinals	0.91		
School Department		Female	Male		
Total Accessory Occupants	0.00	0.00	0.00		
			(33% Urinals)		
Total Assembly Occupants	23.87	0.80	0.40		
			(50% Urinals)		
Total Business Occupants	16.15	0.81	0.65		
			(33% Urinals)		
Total Exercise Occupants	0.00	0.00	0.00		
			(33% Urinals)		
Total Kitchen Occupants	0.00	0.00	0.00		
			(50% Urinals)		
Total Mercantile Occupants	0.00	0.00	0.00		
			(33% Urinals)		
Total Storage Occupants	1.73	0.09	0.07		
	41.74	41.74	1.69	1.11	2.80
Total Toilet Fixture Count		2	2	4	
		33%	0.24		
		50%	0.20		
		Total Urinals	0.44		
Parks & Recreation		Female	Male		
Total Accessory Occupants	0.00	0.00	0.00		
			(33% Urinals)		
Total Assembly Occupants	12.87	0.43	0.21		
			(50% Urinals)		
Total Business Occupants	14.18	0.71	0.57		
			(33% Urinals)		
Total Exercise Occupants	137.20	3.43	3.43		
			(33% Urinals)		
Total Kitchen Occupants	0.00	0.00	0.00		
			(50% Urinals)		
Total Mercantile Occupants	0.00	0.00	0.00		
			(33% Urinals)		
Total Storage Occupants	0.98	0.05	0.04		
	203.79	165.22	4.62	4.25	8.87
Total Toilet Fixture Count		5	5	10	
		33%	1.35		
		50%	0.11		
		Total Urinals	1.45		
Elder & Human Services		Female	Male		
Total Accessory Occupants	0.00	0.00	0.00		
			(33% Urinals)		
Total Assembly Occupants	235.13	7.84	3.92		
			(50% Urinals)		
Total Business Occupants	34.24	1.71	1.37		

Total Exercise Occupants	50.00	1.25	(33% Urinals) 1.25	
Total Kitchen Occupants	3.78	0.13	(33% Urinals) 0.06	
Total Mercantile Occupants	13.30	0.67	(50% Urinals) 0.67	
Total Storage Occupants	4.10	0.20	(33% Urinals) 0.16	
340.55	340.55	11.80	7.43	19.23
Total Toilet Fixture Count		12	8	20
		33%	1.15	
		50%	1.99	
		Total Urinals	3.14	

LCTV		Female	Male	
Total Accessory Occupants	0.00	0.00	0.00	
Total Assembly Occupants	0.00	0.00	(33% Urinals) 0.00	
Total Business Occupants	22.29	1.11	(50% Urinals) 0.89	
Total Exercise Occupants	0.00	0.00	(33% Urinals) 0.00	
Total Kitchen Occupants	0.00	0.00	(33% Urinals) 0.00	
Total Mercantile Occupants	0.00	0.00	(50% Urinals) 0.00	
Total Storage Occupants	0.23	0.01	(33% Urinals) 0.01	
22.52	22.52	1.13	0.90	2.03
Total Toilet Fixture Count		2	1	3
		33%	0.30	
		50%	0.00	
		Total Urinals	0.30	

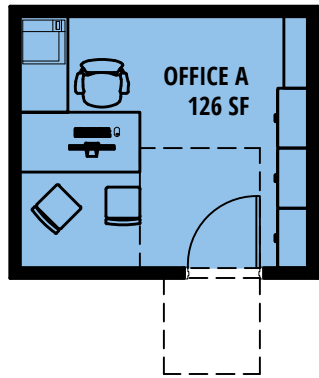
Tota Count (Check)	722.87	25.44	17.81	43.25
		26.00	18.00	44.00
More fixtures are required if departmens do not share restr		29	22	48

Parking Count Estimates

Town of Littleton Parking Regualtions			Required	Alternate Calc		
Use	Area GSF	Space per	Spaces	Occupant	Spaces/	Employees
Retail	730			13.30		
Assembly	2511			403.40		
Total Gross Program Area	57,158	250	229	713.62	1.25	571
Offices						
Elders & Human Services	18,179	250	73			
Parks & Rec	13,823	250	55			
Town Administration	5,772	250	23			
Finance	5,704	250	23			
Department of Building	4,454	250	18			
School Department	3,730	250	15			
Misc	2,110	250	8			
TV	3,388	250	14			
	57,158		229			



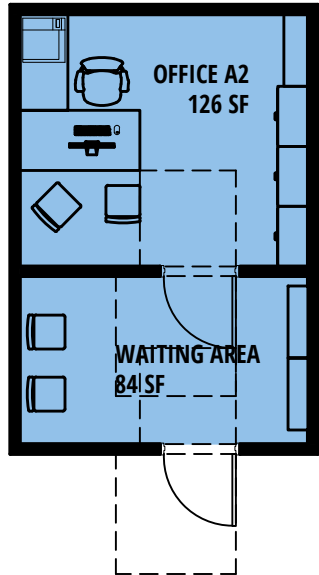
## V . Program Reference Diagrams



## OFFICE A

### OFFICE A

- (1) L-Shaped Desk w/ Task Chair
- (3) 30"x15"x48" Lateral Filing Cabinets
- (1) 36" Wide Bookcase
- (2) Visitor Chairs
- (1) Computer
- (1) Printer

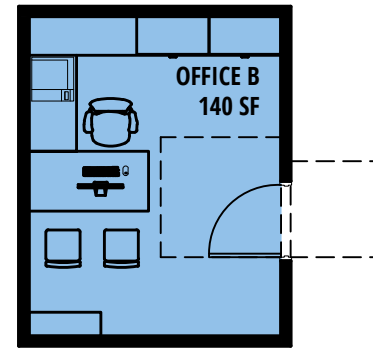


### OFFICE A2

- (1) L-Shaped Desk w/ Task Chair
- (3) 30"x15"x48" Lateral Filing Cabinets
- (1) 36" Wide Bookcase
- (2) Visitor Chairs
- (1) Computer
- (1) Printer

### WAITING AREA

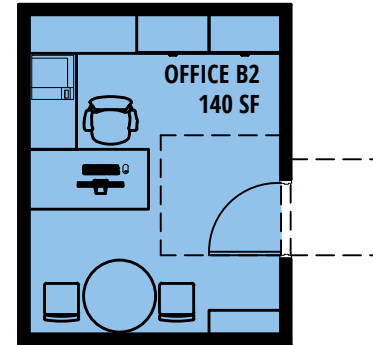
- (2) 48" Wide Bookcases
- (2) Visitor Chairs



## OFFICE B

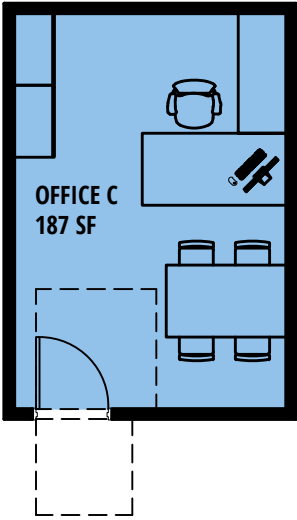
### OFFICE B

- (1) L-Shaped Desk w/ Task Chair
- (1) 36"x15"x48" Lateral Filing Cabinet
- (1) 36" Wide Bookcase
- (1) Visitor Chair
- (1) Computer
- (1) Printer



### OFFICE B2

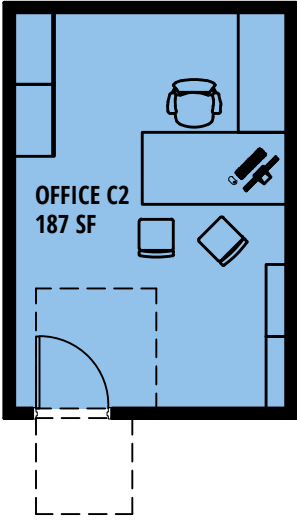
- (1) L-Shaped Desk w/ Task Chair
- (3) 30"x15"x48" Lateral Filing Cabinets
- (1) 24"x30" Work Table
- (1) 48" Wide Bookcase
- (1) Visitor Chair
- (1) Computer
- (1) Printer



## OFFICE C

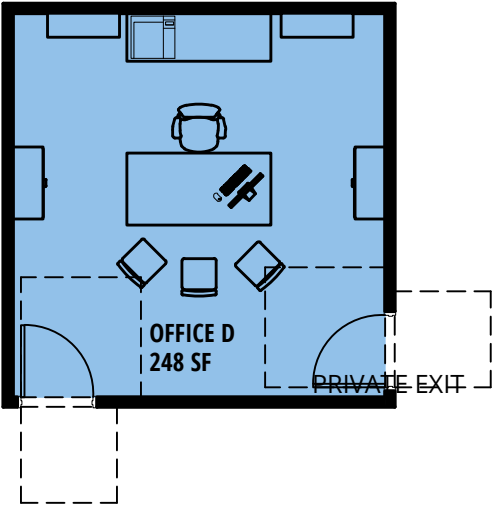
### OFFICE C

- (1) L-Shaped Desk w/ Task Chair
- (1) 4-Person Conference Table & Chairs
- (2) 36"x20"x48" Lateral Filing Cabinets
- (1) Computer



### OFFICE C2

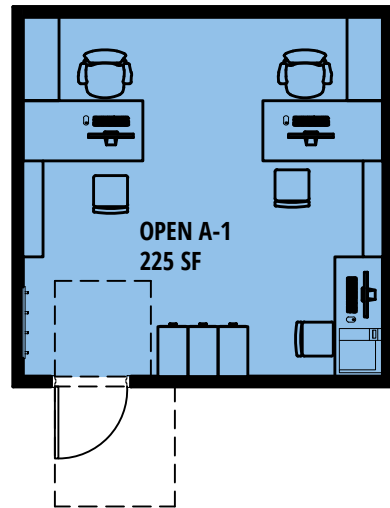
- (1) L-Shaped Desk w/ Task Chair
- (2) 36"x20"x48" Lateral Filing Cabinets
- (2) 36" Wide Bookcases
- (2) Visitor Chairs
- (1) Computer



## OFFICE D

### OFFICE D

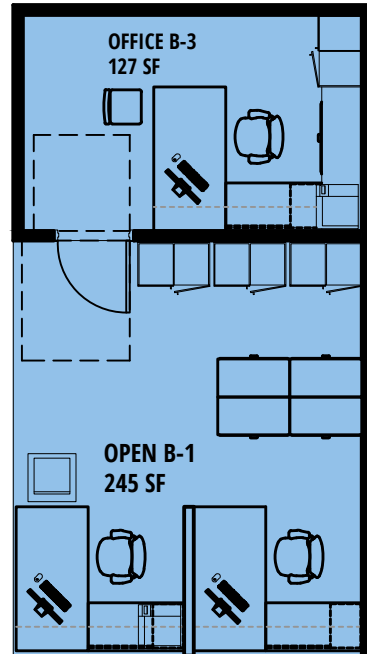
- (1) 36"x72" Desk w/ Task Chair
- (1) 24"x72" Task Desk
- (2) 36"x15"x48" Lateral Filing Cabinets
- (2) 36" Wide Bookcases
- (3) Visitor Chairs
- (1) Computer
- (1) Printer
- Private Exit



## OPEN OFFICES

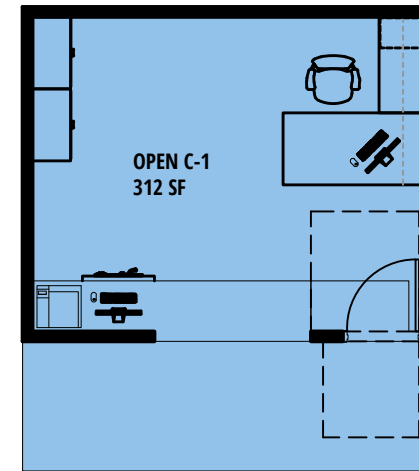
### OPEN A-1

- (2) L-Shaped Desks
- (3) 15"x24"x48" Filing Cabinets
- (1) 24"x60" Work Table
- (2) 48" Wide Bookcase
- (2) Visitor Chairs
- (3) Task Chairs
- (3) Computers
- (1) Printer



### OPEN B-1

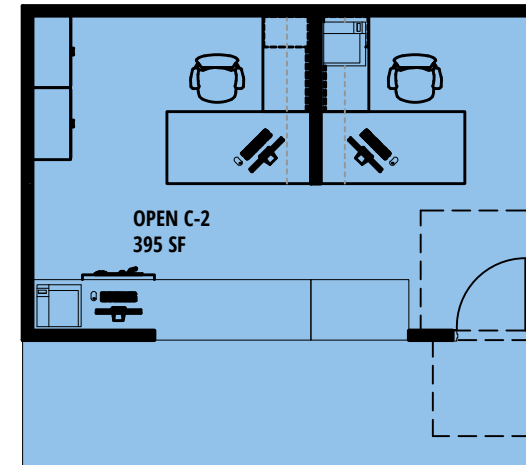
- (2) L-Shaped Desks w/ Task Chairs and Filing Cabinets
- (4) 5-Drawer Lateral Filing Cabinets
- (3) Upright Wardrobe Cabinets
- (2) Computers
- (1) Shredder
- (1) Printer



## OPEN OFFICES

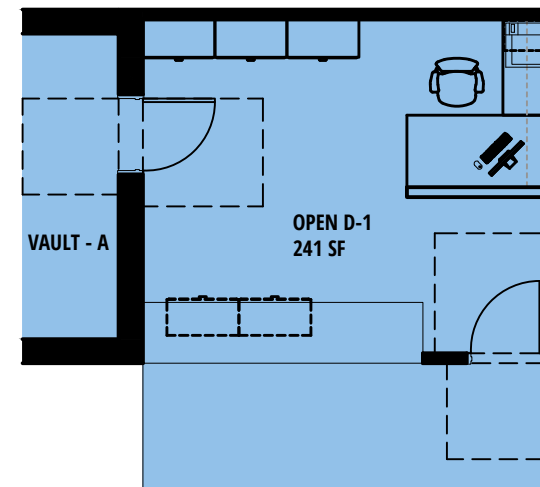
### OPEN C-1

- (1) L-Shaped Desk w/ Task Chair and Filing Cabinet
- (2) 5-Drawer Lateral Filing Cabinets
- (2) Computers
- (1) Printer
- (1) Safe Below Counter



### OPEN C-2

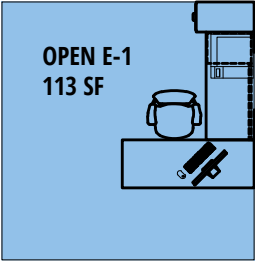
- (2) L-Shaped Desks w/ Task Chairs and Filing Cabinets
- (2) 5-Drawer Lateral Filing Cabinets
- (3) Computers
- (2) Printers
- (1) Safe Below Counter



### OPEN D-1

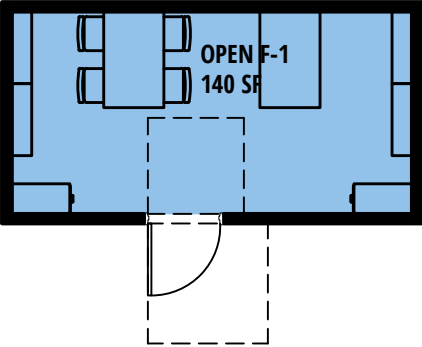
- (1) L-Shaped Desk w/ Task Chair and Filing Cabinet
- (2) 2-Drawer Lateral Filing Cabinets w/ Counter Above
- (3) 5-Drawer Lateral Filing Cabinets
- (1) Computer
- (1) Printer





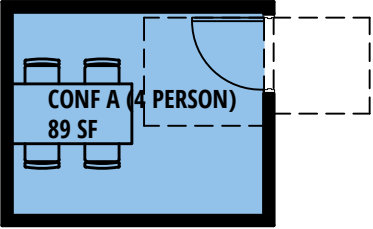
OPEN OFFICES

- OPEN E-1**
- (1) L-Shaped Desk w/ Task Chair and Filing Cabinet
  - (1) 15"x24"x48" Filing Cabinet
  - (1) Computer

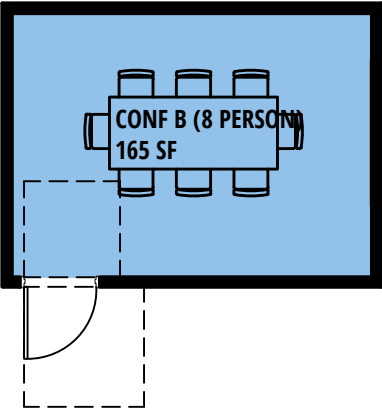


- OPEN F-1**
- (1) 4-Person Conference Table & Chairs
  - (1) 30"x48" Work Table
  - (2) 15"x24"x48" Filing Cabinets
  - (4) 48" Wide Bookcases

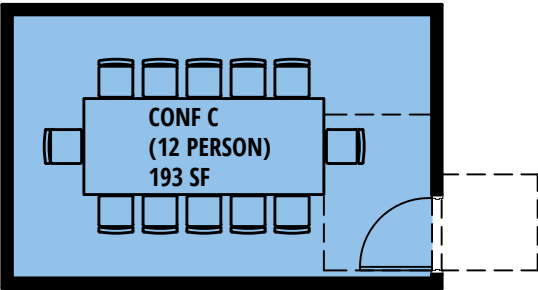
CONFERENCE ROOMS



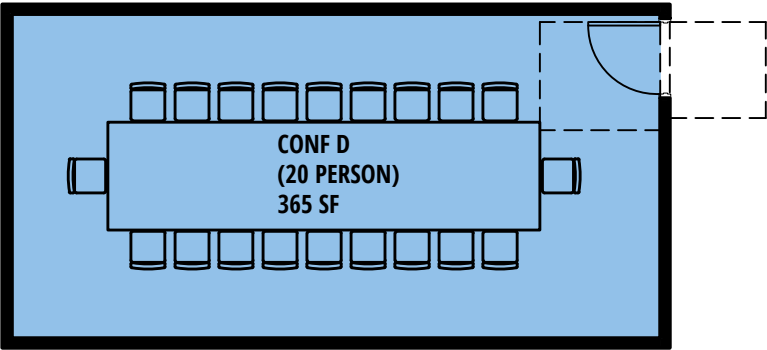
- CONF A (4-PERSON)**
- (1) 30"x60" Conference Table
  - (4) Chairs



- CONF B (8-PERSON)**
- (1) 36"x84" Conference Table
  - (8) Chairs

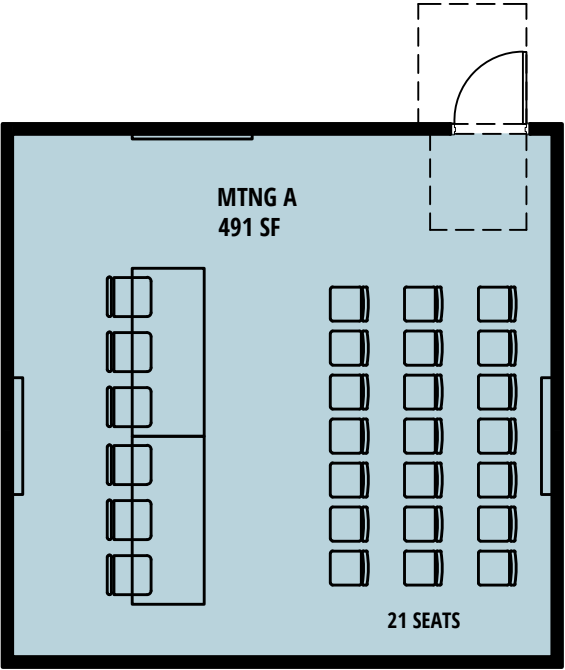


- CONF C (12-PERSON)**
- (1) 4'-0"x10'-0" Conference Table
  - (12) Chairs



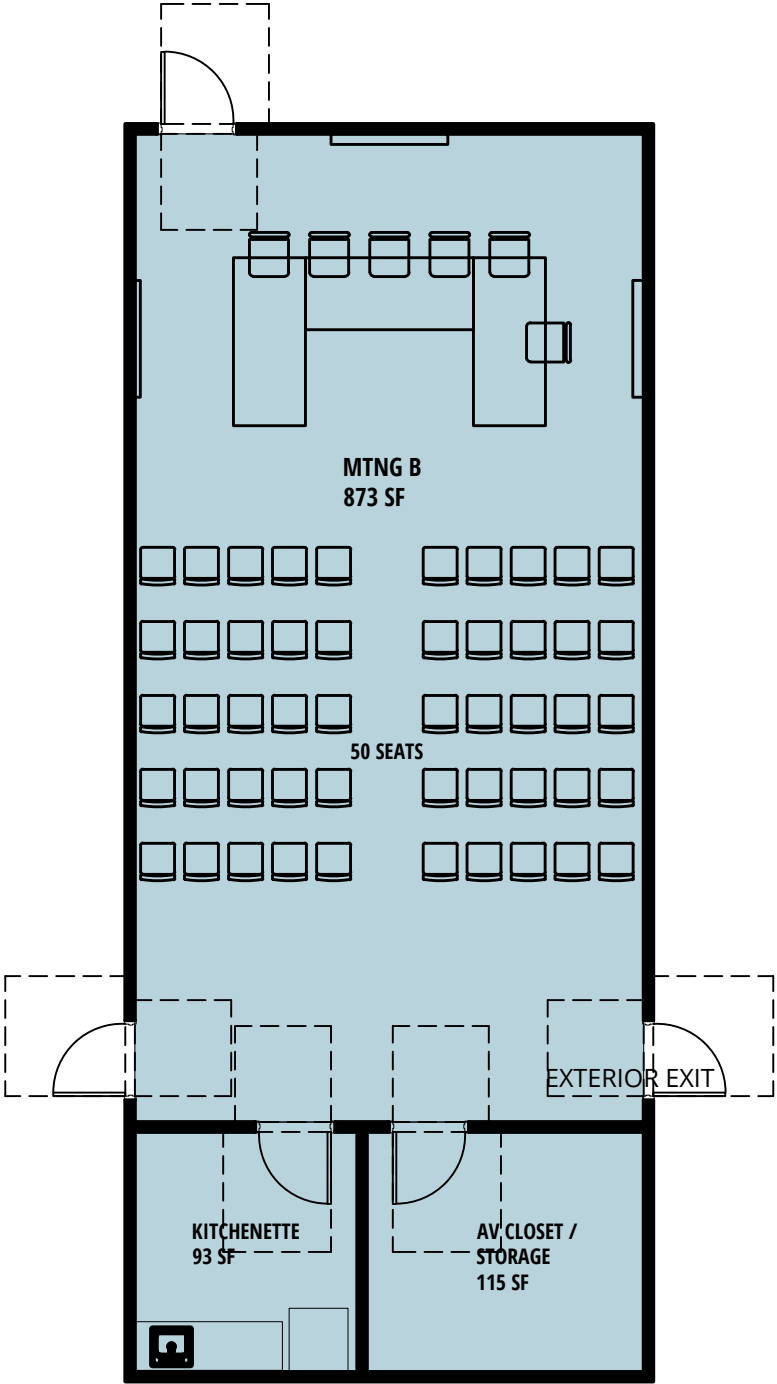
- CONF D-1 (20-PERSON)**
- (1) 4'-6"x18'-0" Conference Table
  - (20) Chairs

MEETING ROOMS



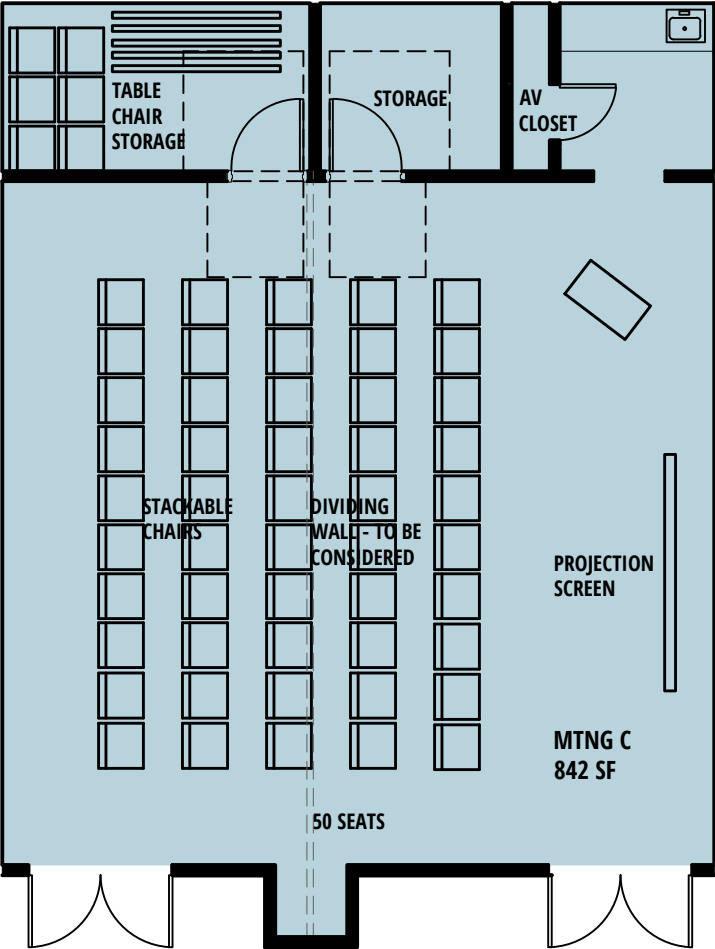
- MTNG A**
- Seats at least 20 people
  - (2) Foldable Tables w/ (6) Task Chairs
  - (20+) Chairs
  - (2) Screens
  - (1) Whiteboard

MEETING ROOMS



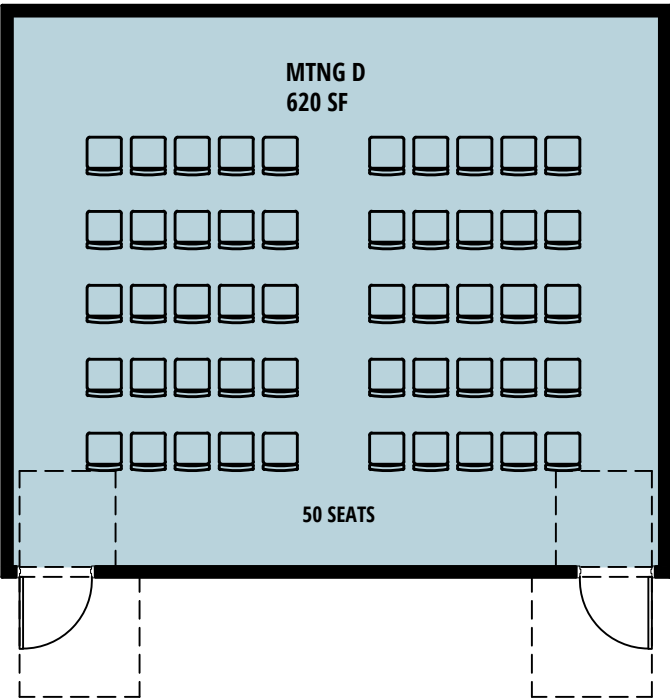
- MTNG B**
- Seats at least 50 people
  - AV Closet / Storage Room
  - (3) Foldable Tables w/ (6) Task Chairs
  - (50+) Chairs
  - Kitchenette
  - (2) Screens
  - (1) Whiteboard

## MEETING ROOMS



### MTNG C

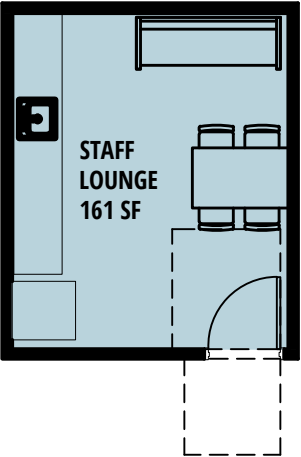
- Seats at least 50 people
- (50+) Chairs
- Lectern
- Projector & Screen
- AV Capabilities & Closet
- Kitchenette
- Foldable Tables
- Table & Chair Storage
- General Storage Room



### MTNG D

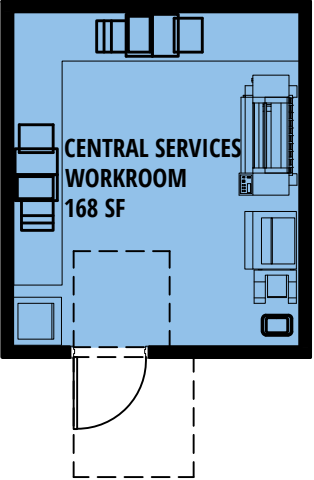
- Seats at least 50 people
- (50+) Chairs

## STAFF ROOMS



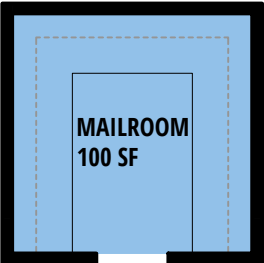
### STAFF LOUNGE

- Counter w/ sink, base and upper cabinets
- (1) Refrigerator/Freezer
- (1) 30"x48" Table
- (4) Chairs
- (1) Couch



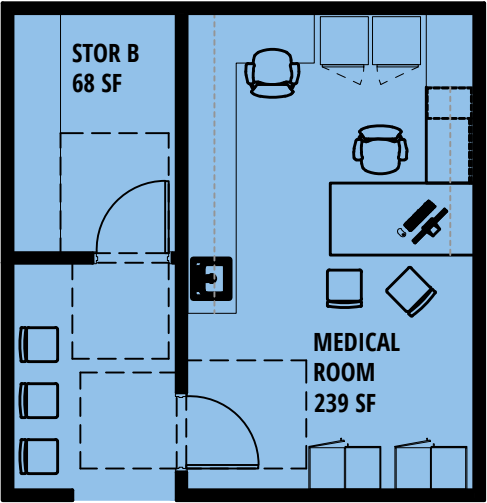
### CENTRAL SERVICES WORKROOM

- Counter/Work Surface
- (1) Printer/Scanner/Copier
- (2) Mail Stuffers
- (1) Plotter
- (1) Shredder
- (1) Trash Can



### MAILROOM

- 30" Deep counter/work surface with base and upper cabinets



# MEDICAL ROOM

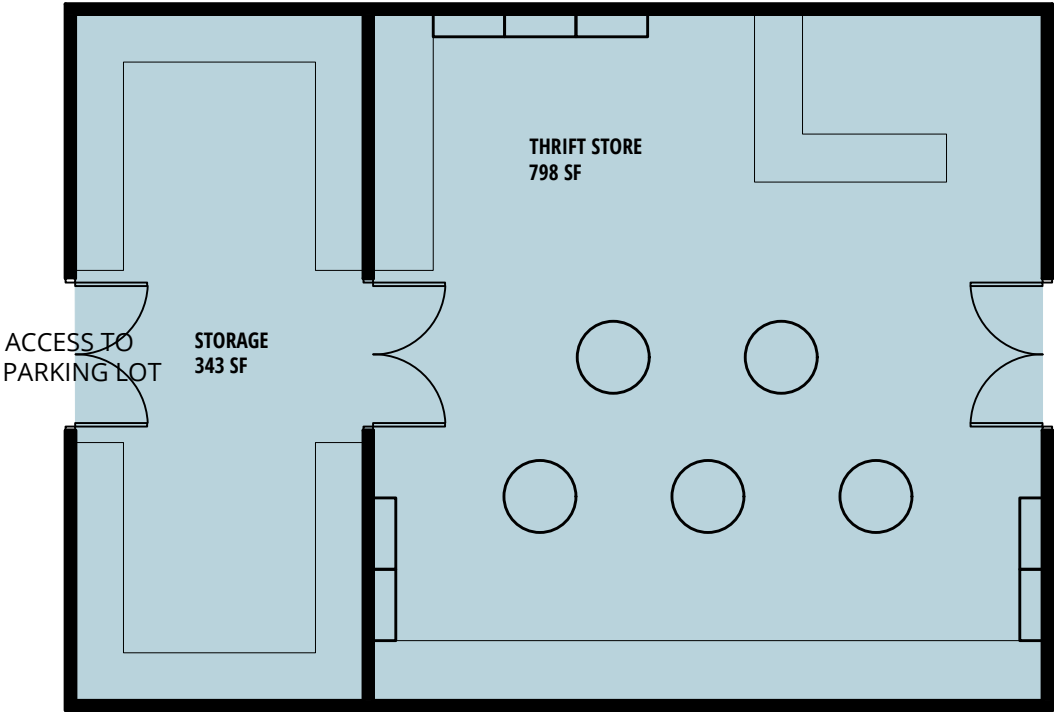
## MEDICAL ROOM

- (1) L-Shaped Desk w/ Task Chair and Filing Cabinet
- Counter w/ sink, base and upper cabinets
- (5) Visitor Chairs [3 in waiting area]
- (2) Upright Wardrobe Cabinets
- (1) Task Chair
- (1) Computer
- (1) Refrigerator
- (1) Freezer
- (1) Sink
- Storage Room

# THRIFT STORE

## THRIFT STORE

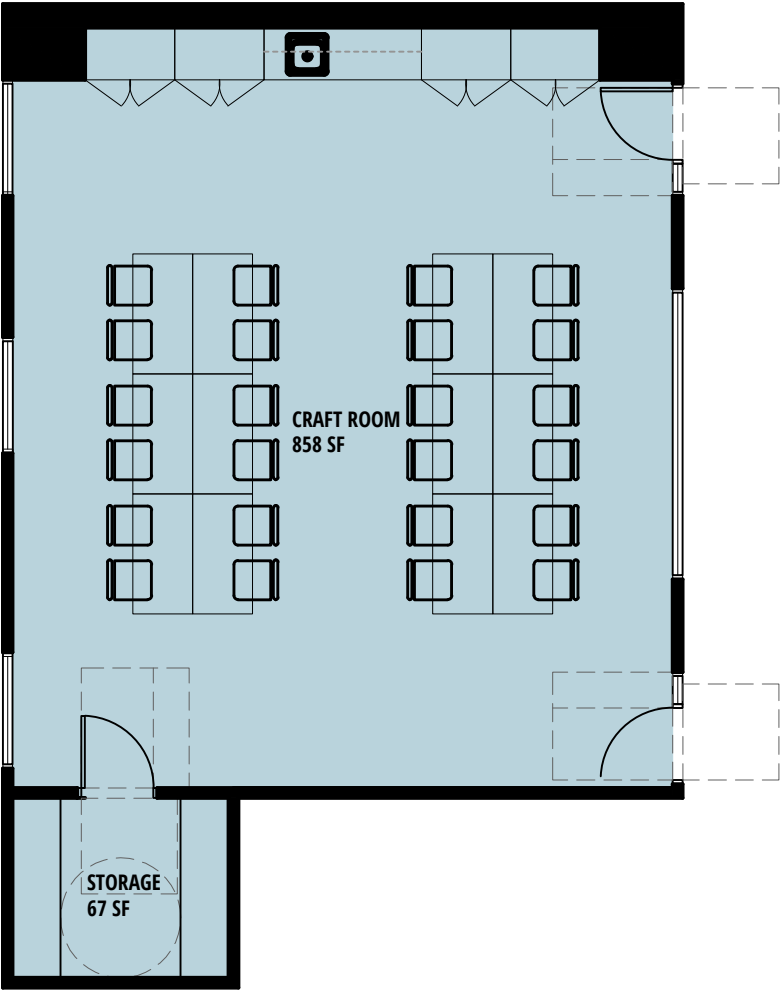
- (5) 36" Diameter Clothing Racks
- L-Shaped Transaction Counter w/ base cabinets
- 30" Deep Shelving
- (7) 36" Wide Bookcases
- Storage Room w/ 30" deep shelving
- Direct access to storage & donations (from parking lot)





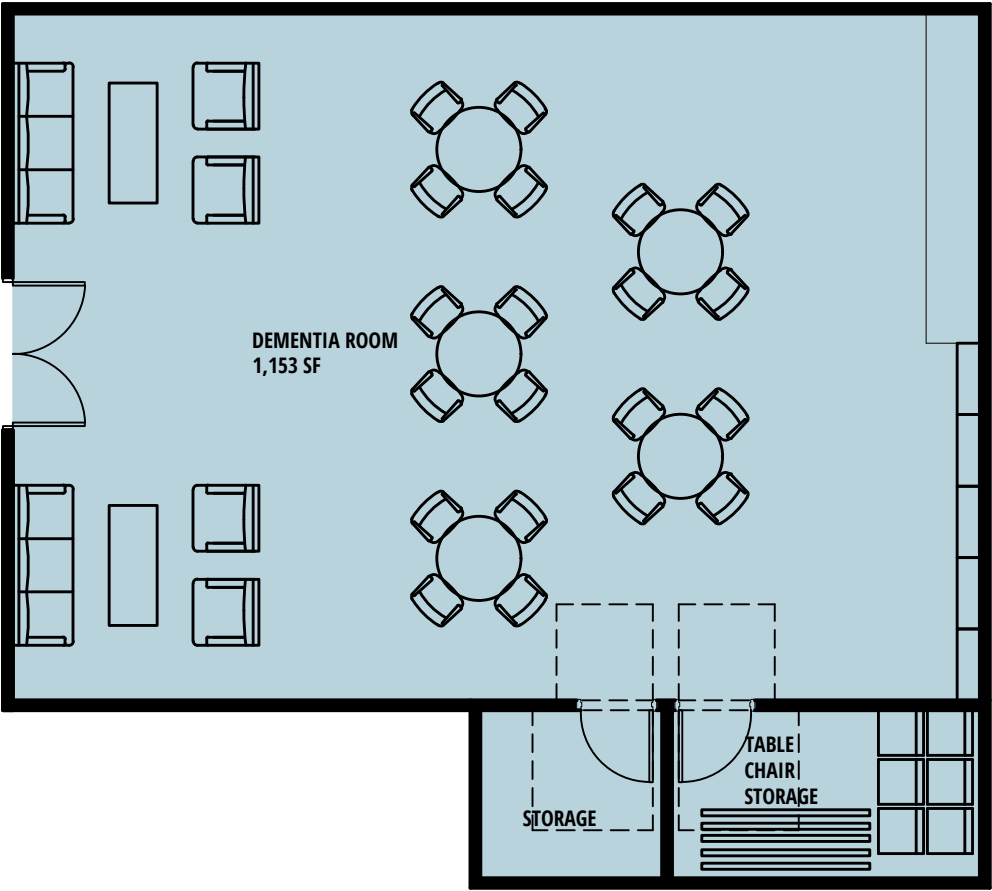
CRAFT ROOM

- CRAFT ROOM
- (4) Storage Cabinets
  - Counter w/ sink, base and upper cabinets
  - Storage Room w/ 24" deep shelving
  - (12) Mobile Tables
  - (24) Chairs



DEMENTIA ROOM

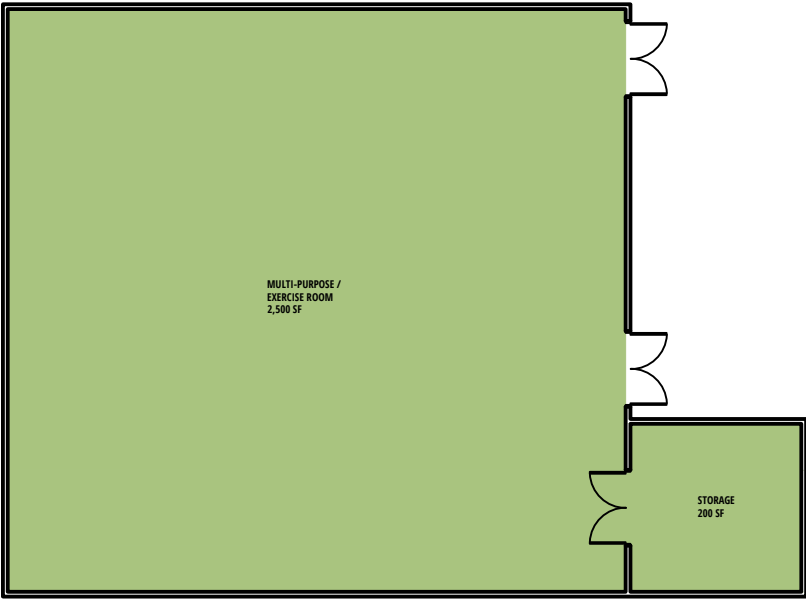
- DEMENTIA ROOM
- Seats at least 20 people
  - (20) Chairs
  - (5) Conference Tables
  - (5) 36" Wide Bookcases
  - Soft seating for 16 people
  - Counter with base cabinets
  - Table & Chair Storage
  - General Storage Room



# MULTI-PURPOSE ROOM

## MULTI-PURPOSE ROOM (2,500 sf)

- Large/Open Space
- Storage (200 SF)



# KITCHEN / DINING

## KITCHEN (755 SF)

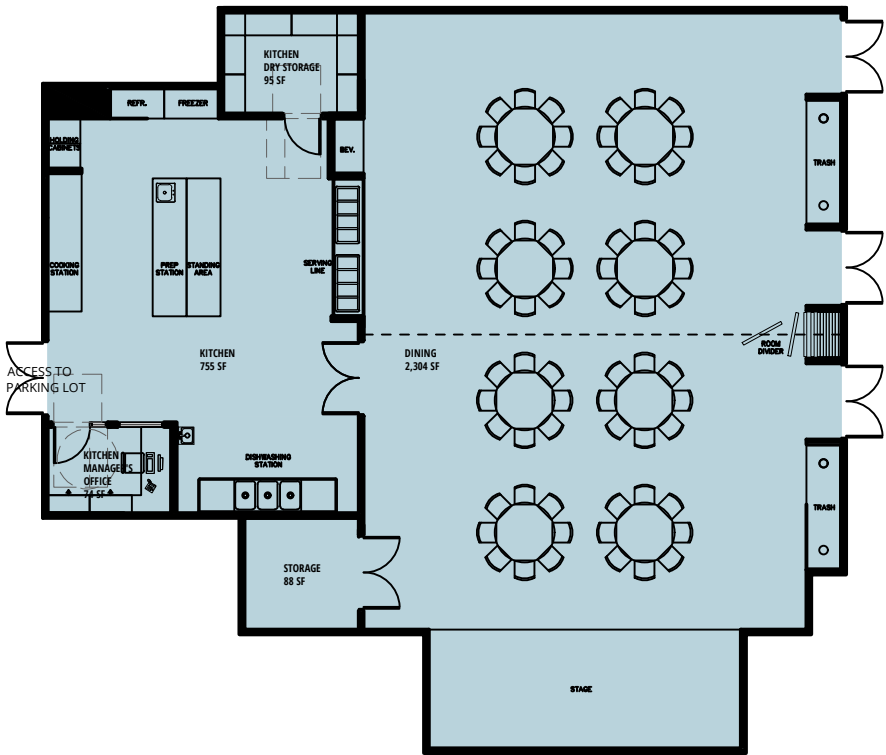
- (1) Commercial Refrigerator
- (1) Commercial Freezer
- (2) Holding Cabinets
- (1) Cooking Station
- (1) Prep Station
- (1) Standing Area
- (1) Serving Line
- (1) Dishwashing Station
- Dry Storage Room (95 SF)
- Access to Parking Lot

## KITCHEN MANAGER'S OFFICE (74 SF)

- (1) L-Shaped Desk w/ Task Chair
- (2) 5-Drawer Lateral Filing Cabinets
- (1) Computer
- (1) Phone

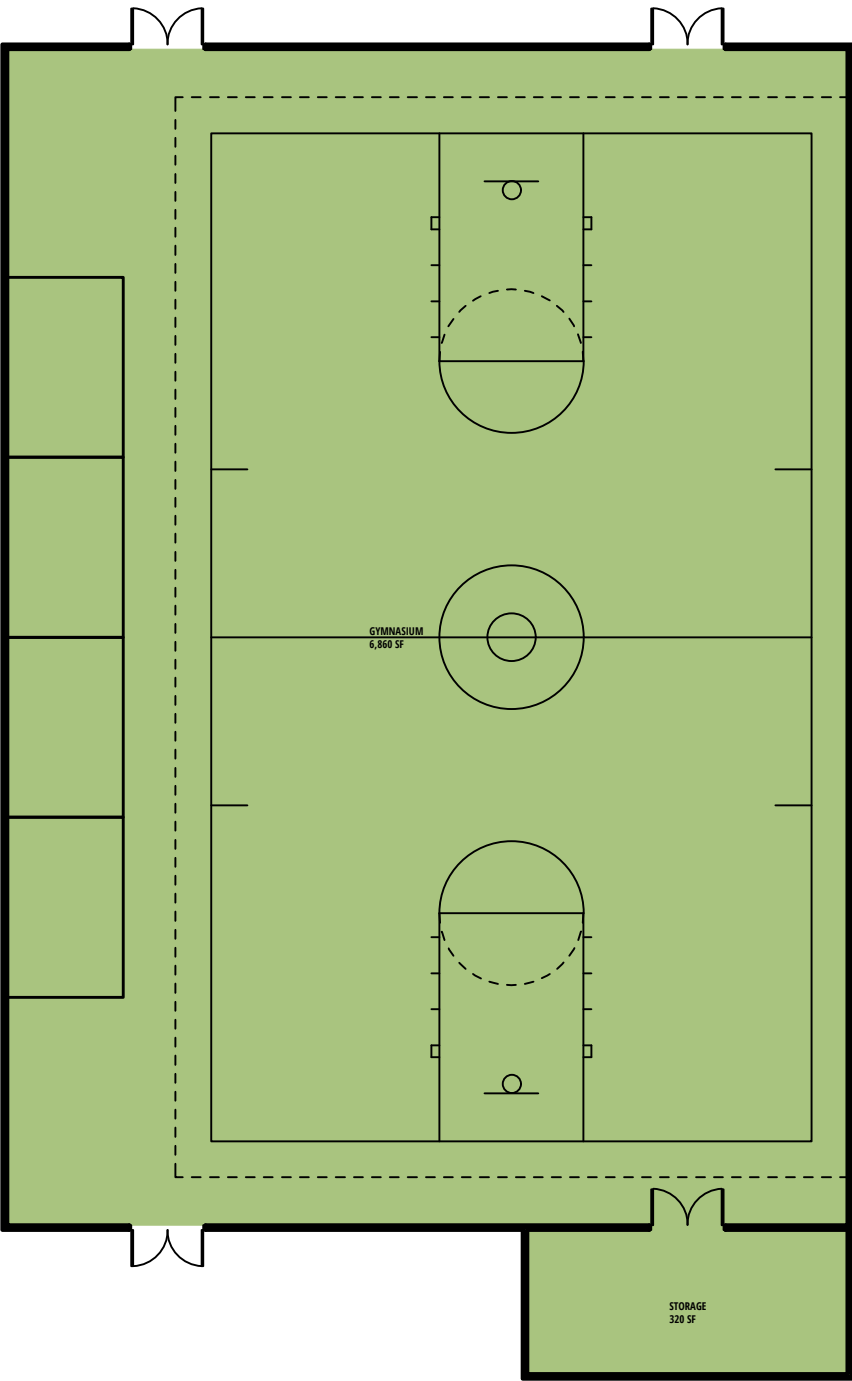
## DINING (2,304 SF)

- (8) Dining Tables
- (64) Chairs
- (2) Trash Stations
- (1) Stage
- (1) Buffet Station
- (1) Beverage Station
- Room Divider
- Storage Room (88 SF)



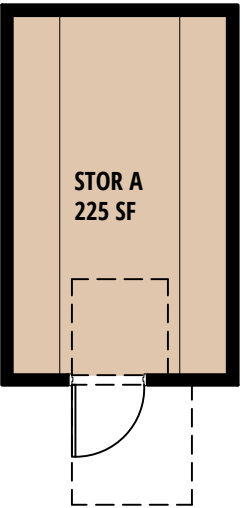
GYMNASIUM

- GYMNASIUM (6,860 SF)
- Basketball Court
  - Bleachers
  - Equipment Storage Room (320 SF)

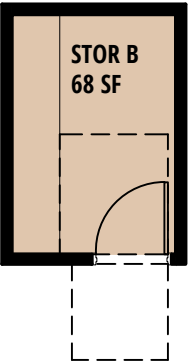


STORAGE

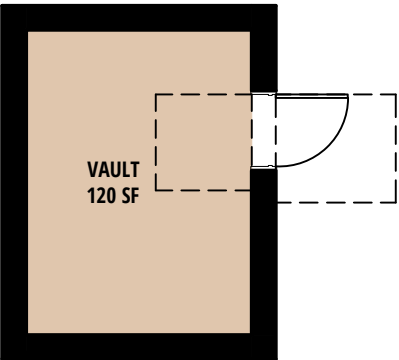
- STOR A
- 24" Deep Shelving
  - Depth can be altered for more storage



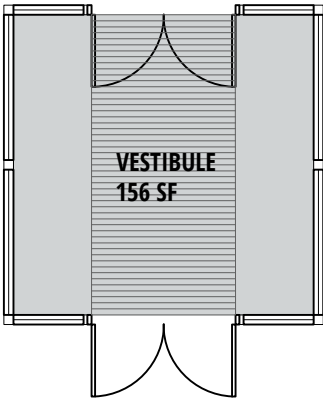
- STOR B
- 24" Deep Shelving
  - Depth can be altered for more storage



- VAULT
- Proximity to Town Clerk

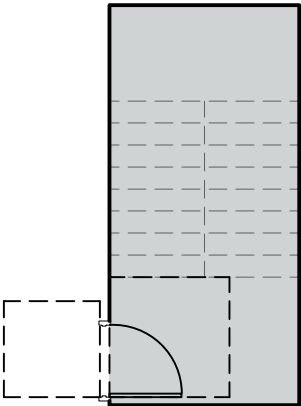


ENTRY

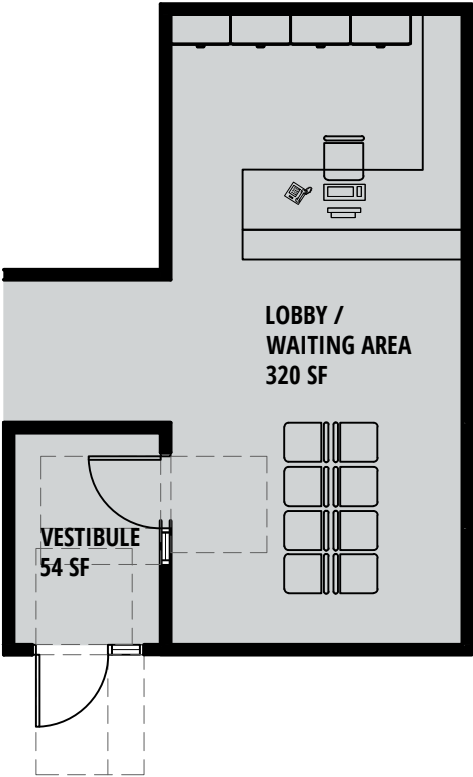


- VESTIBULE**
- (2) Sets of Double Doors
  - Glazing

CIRCULATION

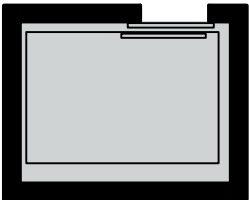


- DESCRIPTION**
- 2 Means of egress stairs
  - 260 sf per floor
  - 520 SF if two stories



- LOBBY / WAITING AREA**
- (1) L-Shaped Reception Desk w/ Task Chair
  - (5) 5-Drawer Lateral Filing Cabinets
  - (1) Computer
  - (1) Phone
  - (8) Visitor Chairs
  - Access to Vestibule

- ELEVATOR**
- At least 180 sf (two stories)

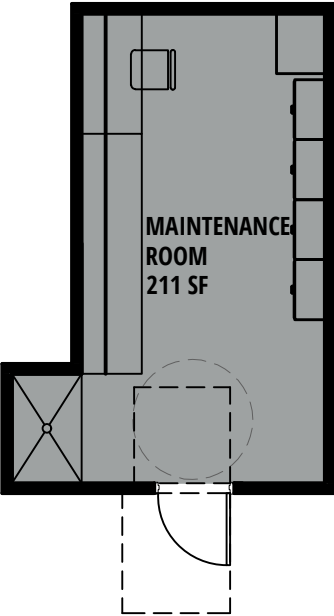
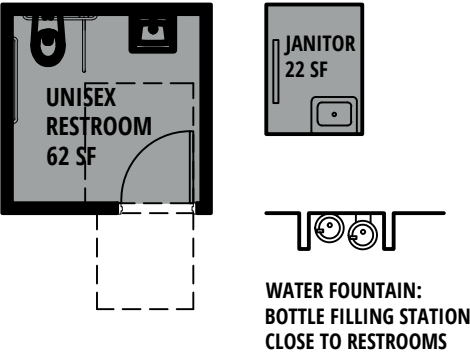
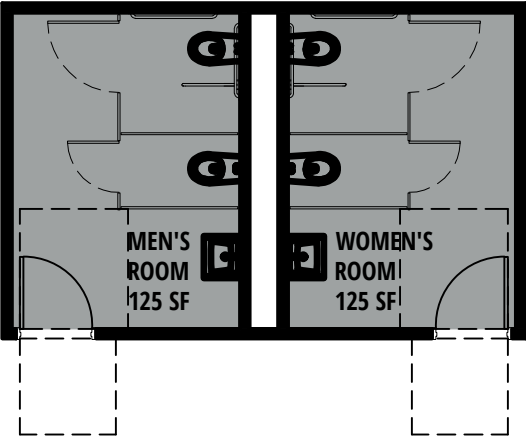


- ELEVATOR MACHINE ROOM**
- At least 50 sf

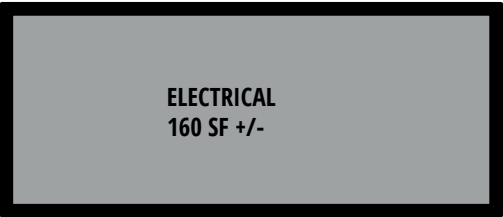
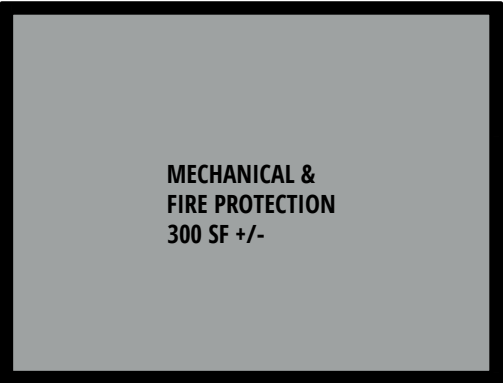




RESTROOMS / UTILITY



MEPFP





ARCHITECTS

Lerner Ladds Bartels

Design. Live. Thrive.