

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
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ARCHITECT
LLB Architects
40 Southbridge St.
Worcester, MA 01608
508.556.4648

LLB
ARCHITECTS
Lerner Ladds Bartels

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 encouraged 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 departments 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.

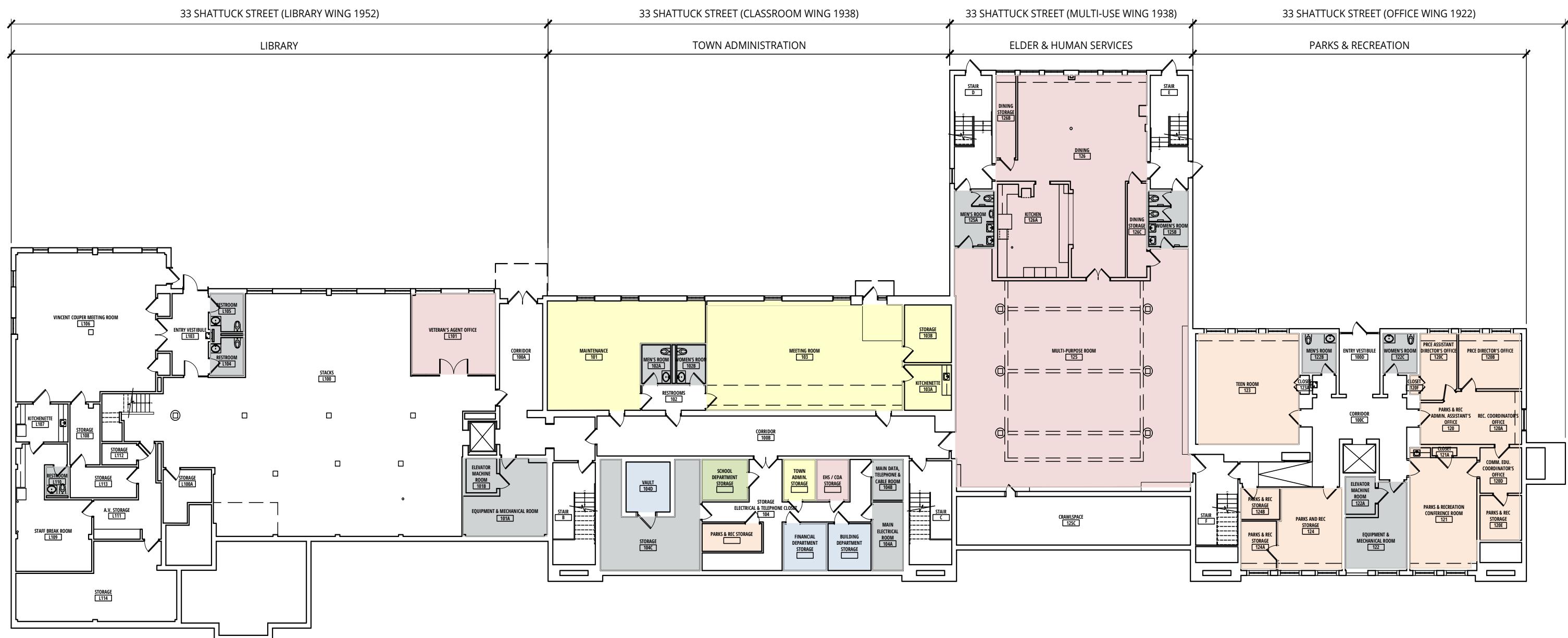
II .Existing Program Plans

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

First Level Existing Department Plan

NOT to Scale

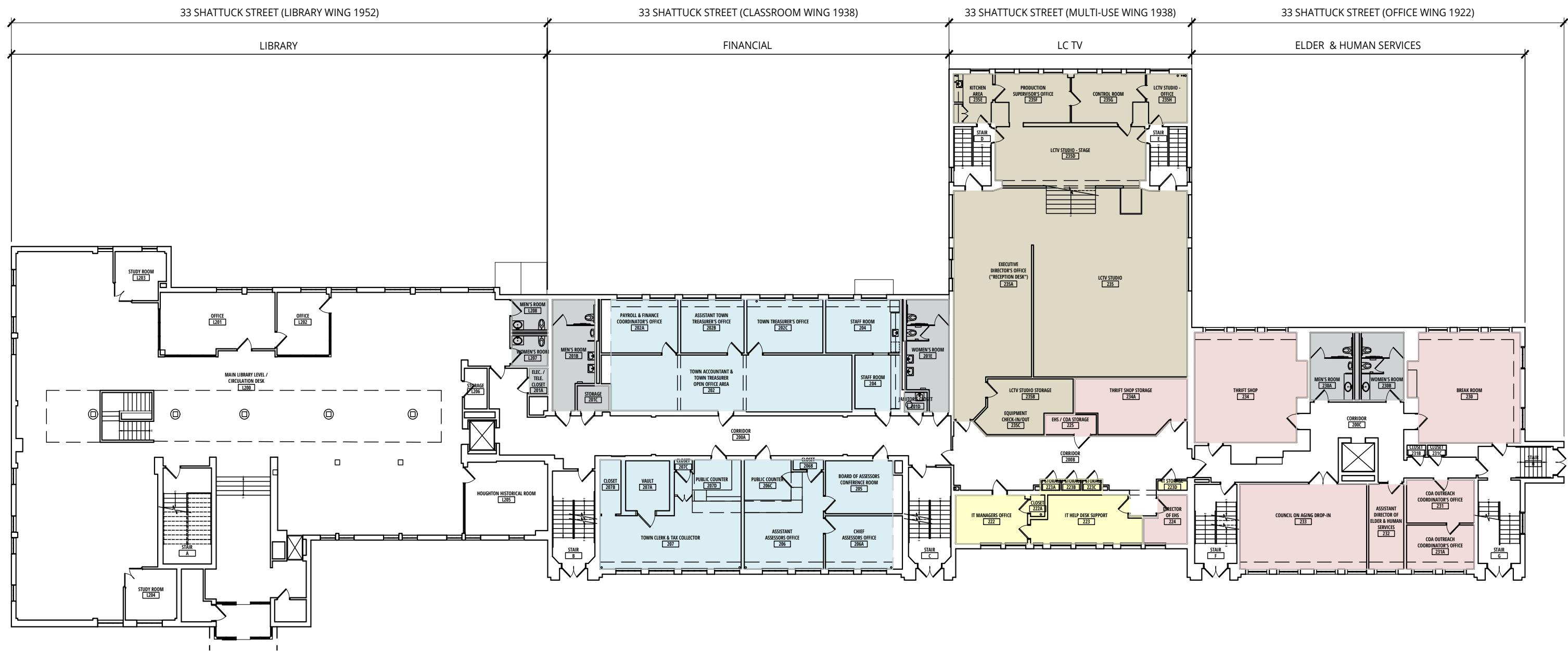


Shattuck Street Municipal Complex

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	

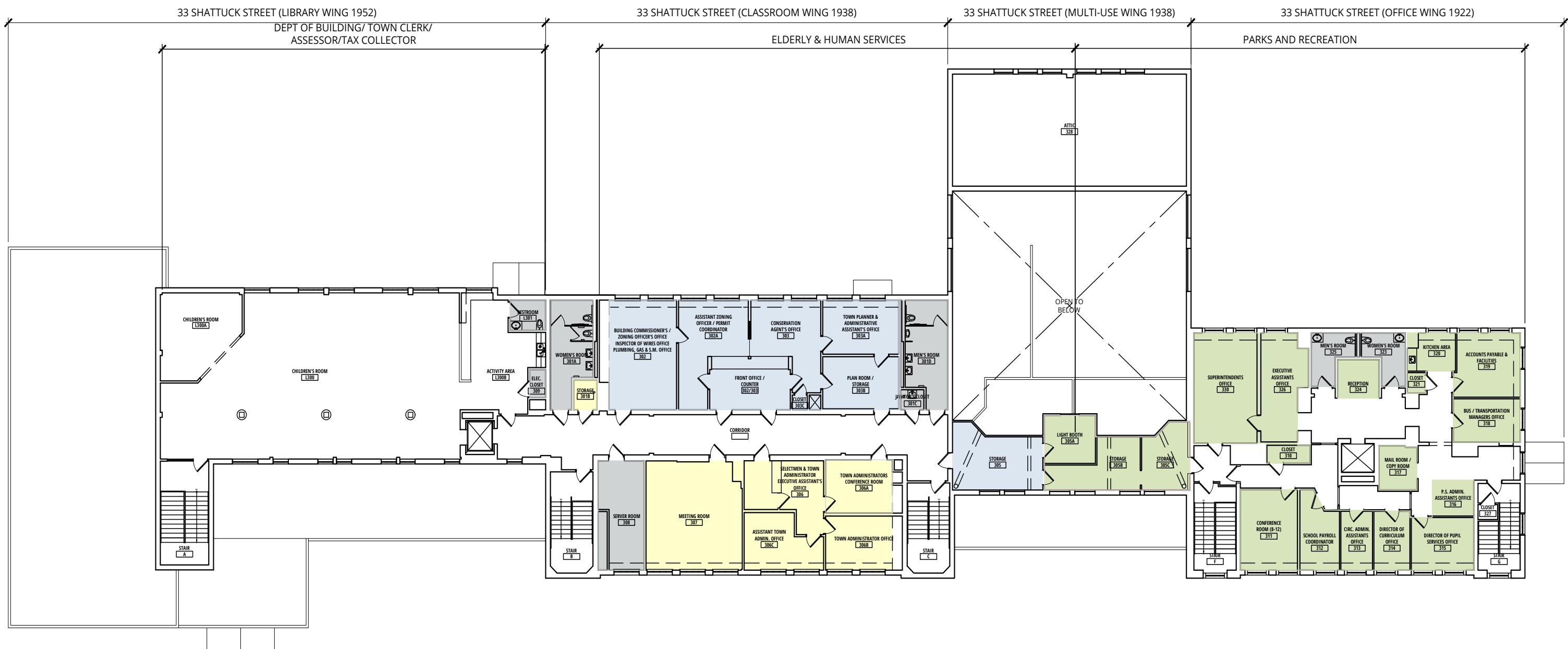


Town Administration		School Department	
elderly & Human Services		LCTV Studio	
Parks & Recreation		Support Space	
Financial Department		Not in Scope	
Building Department		Circulation	

Shattuck Street Municipal Complex

Third Level Existing Department Plan

NOT to Scale



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	-	
	Subtotal	2,832	
Building/BOA/BOH/ZBA Department	First Floor	92	
	Second Floor	-	
	Third Floor	1,578	
	Subtotal	1,670	
Town Administration	First Floor	1,743	
	Second Floor	434	
	Third Floor	1,317	
	Subtotal	3,494	
School Department	First Floor	86	
	Second Floor	-	
	Third Floor	2,964	Includes Corridor
	Subtotal	3,050	
Parks & Recreation	First Floor	2,633	Includes Corridor
	Second Floor	-	
	Third Floor	-	
	Subtotal	2,633	
Elder & Human Services - First Floor	First Floor	3,937	
	Second Floor	2,871	Includes Corridor
	Third Floor	-	
	Subtotal	6,808	
LCTV Studio	First Floor	-	
	Second Floor	3,048	
	Third Floor	-	
	Subtotal	3,048	
Support Space	First Floor	1,856	
	Second Floor	908	
	Third Floor	912	
	Subtotal	3,676	
	TOTAL	27,211	
Library (Remaining Space that Excludes Restrooms & Veterans Agent Office)	First Floor	5,148	
	Second Floor	6,533	
	Third Floor	2,748	
	Subtotal	14,429	

Approximate Total Building Programmable Space

41,640

III . Program Area

Existing Building Areas

Shattuck Street

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

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

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

<i>Total Footprint</i>	20,720
------------------------	--------

255 Great Road

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

King Street

IV . Department Programs

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

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													Clever 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																Assessors Characteristics: 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. Comments: 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																						
	1	1		206A	153	1	1		Office C	187	Business Area (100 Gross)	1.87	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	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																						
	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								
Storage (Assessors Office)																						
	1			206B	13	1	0		Stor B	68	Storage Area (300 Gross)	0.23		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		672	5	3				872						748	257					
Town Clerk																Town Clerk Characteristics: 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 Comments: 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.									
Future 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																Tax Collector Characteristics: 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 Comments: 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.									
Future 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 is to split town treasurer from Human Resources. Counter cannot be	too hot/ too cold, huge variation, windows are difficult to open,					
Assessor																Assessors Characteristics: 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. Comments: 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																				
	1	1	206A	153	1	1	Office C	187	Business Area (100 Gross)	1.87	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	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	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.									
Board of Assessors Conference Room																				
	1	0	205	152	1	0	Conf B	165	Business Area (100 Gross)	1.65		Larger meeting room required								
Storage (Assessors Office)																				
	1		206B	13	1	0	Stor B	68	Storage Area (300 Gross)	0.23		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		672	5	3		872								748	257			
Town Clerk															Town Clerk Characteristics: 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 Comments: 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						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															Tax Collector Characteristics: 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 Comments: 1 part-time staff. Area needed for 3x3x3 safe					
Tax Collectors Office																				
	0	1		0	1	1	Open Office 3, 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			

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							
Futture Open Office	0					3	3		Open OficeE1	393									
	4	5	0		772	9	8	0		1,605						583	1,260		
Planning & Conservation Commission																			
Planning & Conservation Commission Office													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.				
	1	2		303	115				Not Used	0	Business Area (100 Gross)	0.00		Comments: One full time I need asap one part time for planning One part time staff for conservation					
Futture Planning Office						1			Office B	140	Business Area (100 Gross)	1.40							
Futture Conservation Commission Office						1	1		Office B	140	Business Area (100 Gross)	1.40							
Futture Open Office with Counter and Plan Table						1	2		Open Office C2	395	Business Area (100 Gross)	3.95							
	1	2	0	303	115	3	3	0		675						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													Currently VCT with walk off mat. Durable hospital grade sheet laminate with sealed seams and sports flooring behind counter						
	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.,	would be an improvement.			-	-	
Futture 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.					
Futture Small Meeting Room	0					1			Conf C	193	Business Area (100 Gross)	1.93		Want: small meeting area for four people including public with privacy.					
Futture Printing Area	0					1			Central Services Workroom	168	Business Area (100 Gross)	1.68		Can be shared, photocopier and printer required.					
Restrooms						2		?		130			1 M & 1F @ 1 W.C						
	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 Administration

Town Administration														Board of Selectmen/Town Administration			
Town Administrators Office														General Office-Board of Selectmen	Private Office-Town Administrator	644	1,496
Town Administrators Office														Characteristics:	Private administrative office to serve the needs of the Town Administrator (1) Workstations Bookshelves (2) File Cabinets Small Conference Table for private meetings		
Assistant Town Administrators Office														Private Office-Assistant Town Administrator Characteristics:	Administrative office to serve the needs of the Town Administrator (1) Workstations (2) File Cabinets Bookshelves		
Executive Assistants Office														Comments:	Small table with chairs would be useful.		
Executive Assistants Office														HR/Executive Assistant	Characteristics:	Administrative offices to serve the needs of the Personnel Office. (1) Workstations (5) File Cabinets Bookshelves (1) 2x3 Storage Cabinet	
Executive Assistants Office														Comments:	Currently one part time position.	Public Meeting Space for 30-50 Seats	
Town Administrators Conference Room																	
Meeting Room (Existing Location on First Floor)																	
Meeting Room (Existing Location on Third Floor)																	
Kitchenette (for Meeting Room 103)																	
IT Managers Office														Information Technology Department	Characteristics:	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	
IT Managers Office														Comments:	Need "Help Desk Support" full time Not able to share space because of confidential nature Need Server room with added shelving Provide small office within existing server room at existing Town Hall Facility	220	396
IT Help Desk Support																	
IT Storage																	
Maintenance Room (First Floor)														Maintenance Supervisor	Characteristics:	Supervisor with 2-3 part-time cleaning people (1) Workstations Small Closet on first floor for cleaning equipment and supplies Small closet on all floors with sink	
Maintenance Room (First Floor)														Comments:	Currently 1 full time position. With 2-3 part-time cleaning people NOTE: 14,878 100% Increase itemize in Lieb report removed.	-	
Maintenance Office																	
Storage (Closets)																	
Storage (File Rooms)																	
Printing Room																	
Nursing Room																	
Private telephone room																	
Restrooms																	
Subtotal (Net Area)																864	1,892
Efficiency /Circulation Factor																	
Base Gross Area																	
Growth Contingency																	
Future Department Program Total																	

School Department

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report	Space Needs Summaries	Existing Gross Area	Proposed Gross Area	
	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					
School Department																Littleton School Department Characteristics:				
Superintendents Office	1	1		330	295	1	1		Office D	248	Business Area (100 Gross)	2.48				Security currently insufficient, 2nd egress important. Renovate with glass doors	No carpet			
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																L-shaped desk Current office is too narrow; Needs room for 3-4 people				
	1	1		318	124	1	1		Office B	140	Business Area (100 Gross)	1.40								
Conference Room (20)	0				0		1		Conf D		365ply - 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		193ply - 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		165ply - 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	Office A	126										
Future office								1	Office A	126										
FutureTransit 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)				104, 305A, 305C																
	3			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						
Futture Task Coordinators Office (3)	0	1					1	1	Office A	126	Business Area (100 Gross)	1.26						
Futture 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						
Futture 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	Unconcentrated (15 Net)	12.87						
Gym/MP Room																		
	0				0	1			Gymnasium (6860 GSF)	0	Exercise Room (50 Gross)	0.00						
Multipurpose Room				(125 Seniors Multipurpose Room, 103 Town Meeting Room)														
										3,500	Exercise Room (50 Gross)							
Future Cafeteria																		
	0				0				Use Clasroom	0		0.00						
Teacher's Lounge	0						1		Staff Lounge	161	Business Area (100 Gross)	1.61						
Classroom 1 (Teen Room)	1			123	472	1			Activity Cards/ Billiards	938	Business Area (100 Gross)	9.38						
Futture Classroom 2 (Cafeteria)	0						1		Activity/ Meeting Classroom for 24	600	Business Area (100 Gross)	6.00						
Futture Classroom 3 (Tornado Shelter)	0						1		Activity/ Meeting Classroom for 24	600	Business Area (100 Gross)	6.00						
Futture Classroom 4				(Library Couper Room)			1		Activity/ Meeting Classroom for 24	600	Business Area (100 Gross)	6.00						
Futture Classroom 5	0						1		Activity/ Meeting Classroom for 24	600	Business Area (100 Gross)	6.00						
Future Storage Room Child Use	0						1		Stor B	68	Business Area (100 Gross)	0.68						
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						
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)			
Futture Tornado Shelter	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	485	2		Stor B	68	Storage Area (300 Gross)	0.23							
<i>Restrooms</i>	5												Currently 4 rooms.					
<i>Subtotal (Net Area)</i>	18	7			1,834	32	9			11,519		68.27					8,750	12,432
<i>Efficiency / Circulation Factor</i>																		
<i>Base Gross Area</i>					2,633					13,823								
<i>Existing Storage</i>					1,000													
<i>Base w/ outside storage</i>					3,633													
<i>Growth Contingency</i>																		
<i>Future Department Program Total</i>										16,587								
<i>Future Gym</i>										6,860								
<i>Total Future Growth + Future Gym</i>										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	7	1		Open Office	130	Business Area (100 Gross)	1.30	Front office to greet visitors;			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	multiply - 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	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	856	multiply - 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				Small; no more than 3-4 people; needs sink, microwave, door w/ key fob			
EHS Director's Office																			
Assistant EHS Director's Office	1	1			224	76	1	1	Office C2	187	Business Area (100 Gross)	1.87				1 CPU, 2 screens, L-shaped desk, 3 files, round table; could be more private. (COA Reception currently connected is 123 SF)			
COA Outreach Coordinator'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.			
Future SHINE Counselor's Office	1	1			231A	127	1	1	Office B2	140	Business Area (100 Gross)	1.40				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				Often meet with couple and counselor			
Future Growth Office	0				0	1	1		Office B	140	Business Area (100 Gross)	1.40				(Serving the Health Information Needs of Everyone)			
Future Growth Office	0				0	1	1		Office B	140	Business Area (100 Gross)	1.40							
Veterans Agent Office																			
					L101 (Library, 1st Level)	285	1	1	Office A2	126	Business Area (100 Gross)	1.26							
Future Waiting Area (private)	1	1							Waiting Area (Office A2)	168	Business Area (100 Gross)	1.68							
Future Conference Room (15-20)	0					0	2												
Restrooms	0					0	1		Conf D	365	multiply - Unconcentrated (15 Net)	24.33				Full AV capacity (Could be same room as Craft Room)			
Subtotal (Net Area)	18	6				5,935	49	12			15,149		373.61				10,987.00	17,194.00	
Efficiency/Circulation Factor																			
Base Gross Area						6,808					18,179								
Growth Contingency																			
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					
	Space	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 room		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					
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 B does not require meeting 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 A2) municipality size					
Staff Break Room	0	161	Staff Lounge	key fob	Small; no more than 3-4 people; needs sink, microwave, door w/	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	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
Subtotal (Net Area)	9,328	15,559			18	5	3		5,935
<i>Efficiency /Circulation Factor</i>	<i>1.20</i>	<i>1.20</i>							
<i>Base Gross Area</i>	<i>11,194</i>	<i>18,671</i>							<i>6,808</i>
Support Space									
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
Subtotal (Net Area)	1,610	1,610			35	0	0		3,139
<i>Efficiency /Circulation Factor</i>	<i>1.20</i>	<i>1.20</i>							
<i>Base Gross Area</i>	<i>1,932</i>	<i>1,932</i>							<i>3,676</i>
Total Net SF	10,938	17,169			53	5	3		9,074
Total Gross SF	13,126	20,603							10,494

LCTV

37 SHATTUCK ST. SPACE PROGRAM	EXISTING					PROPOSED					OCCUPANCY		PROGRAM CONSIDERATIONS			Lieb Report Space Needs Summaries	Existing Gross Area	Proposed Gross Area	
	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				
LCTV Studio																Table 1.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							
Production Coordinator's Office	1			235H	84		1		Office A	126									
Equipment Check-In/Out	1			235C	74	1			Open Office C-1	312	Business Area (100 Gross)	3.12							
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" perimeter soffits, 9'1" 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																1 M & 1 F @ 2 W.C			
Subtotal (Net Area)	9	12			2,919	12	3			2,823		23.22					4,872	2,444	
<i>Efficiency/Circulation Factor</i>																			
Base Gross Area											3,388								
<i>Growth Contingency</i>												1.20							
<i>Future Department Program Total</i>											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																<i>Additional Building Services Needed (Existing and New Building) Sprinkler/Water Meter Room Characteristics:</i>			
Restrooms				L104, L105, L110	128	1				Accessory Area (300 Gross)	0.00								
Restrooms	3																		
Restrooms				L207, L208	94	1				Accessory Area (300 Gross)	0.00								
Restrooms	2																		
Restrooms	1			L301	46	1				Accessory Area (300 Gross)	0.00								
Restrooms				102A, 102B	94	1				Accessory Area (300 Gross)	0.00								
Restrooms	2																		
Restrooms				201B, 201E	361	1				Accessory Area (300 Gross)	0.00								
Restrooms	2																		
Restrooms				301A, 301D	348	1				Accessory Area (300 Gross)	0.00								
Restrooms	2																		
Restrooms				125A, 125B	186	1				Accessory Area (300 Gross)	0.00								
Restrooms	2																		
Restrooms				122B, 122C	114	1				Accessory Area (300 Gross)	0.00								
Restrooms	2																		
Restrooms				230A, 230B	246	1				Accessory Area (300 Gross)	0.00								
Restrooms	2																		
Facility Storage				323, 325	150	1				Accessory Area (300 Gross)	0.00								
Facility Storage				104C, 104D, 201C, 327	480	2													
Server Room	4																		
Server Room	1			308	185	1				Stor A	450	Storage Area (300 Gross)	1.50						
Main Data, Telephone & Cable Room	1			104B	53	1				Server Room	200	Equipment Room (300 Gross)	0.67						
Main Electrical Room	1			104A	90	1				Tele / Data	160	Equipment Room (300 Gross)	0.53						
Electrical Closet	1			201A	21	1				Electrical	160	Equipment Room (300 Gross)	0.53						
Electrical Closet	1			309	19	1				22	Equipment Room (300 Gross)	0.07							
Elevator Machine Room	1			101B	45	1				Elevator Machine Room	22	Equipment Room (300 Gross)	0.07						
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										Mechanical Room	300	Equipment Room (300 Gross)	1.00						
Janitors Closet	1			122	175	1				Janitor	22	Accessory Area (300 Gross)	0.07						
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						
<i>Efficiency/Circulation Factor</i>												1.20							
<i>Base Gross Area</i>					3,676							2,110							
<i>Growth Contingency</i>												1.20							
<i>Future Department Program Total</i>												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	0.11
Total Assembly Occupants	403.40	13.45	6.72	2.02
Total Business Occupants	192.59	9.63	7.70	3.85
Total Exercise Occupants	70.00	1.75	1.75	1.17
Total Kitchen Occupants	3.78	0.13	0.06	0.02
Total Mercantile Occupants	13.30	0.67	0.67	0.33
Total Storage Occupants	25.09	1.25	1.00	0.50
<i>Total</i>	<i>713.62</i>	<i>27.14</i>	<i>18.13</i>	<i>8.00</i>
<i>Total Toilet Fixture Count Rounded Up</i>	<i>47</i>	<i>28</i>	<i>19</i>	<i>8</i>
		33%	3.78	
		50%	3.39	
		Total Urinals	7.17	

Calculations by Department

Plumbing Fixture Count by Department				
	Occupants	Female	Male	
Financial Department				
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	1.80
			3	2
				5
			33%	0.60
			50%	0.00
				0.60
			Total Urinals	
Building/BOA/BOH/ZBA Department				
Total Accessory Occupants	0.00	0.00	0.00	
Total Assembly Occupants	0.00	0.00	0.00	(33% Urinals)
Total Business Occupants	5.37	0.27	0.21	(50% Urinals)
Total Exercise Occupants	0.00	0.00	0.00	(33% Urinals)
Total Kitchen Occupants	0.00	0.00	0.00	(33% Urinals)
Total Mercantile Occupants	0.00	0.00	0.00	(50% Urinals)
Total Storage Occupants	2.25	0.11	0.09	(33% Urinals)
	24.39	7.62	0.38	0.30
			1	0.69
				2
			33%	0.10
			50%	0.00
				0.10
			Total Urinals	
Town Administration				
Total Accessory Occupants	0.70	0.04	0.03	
Total Assembly Occupants	85.73	2.86	1.43	(33% Urinals)
Total Business Occupants	10.72	0.54	0.43	(50% 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
Total Toilet Fixture Count		4	3	5.58
		33%	0.19	
		50%	0.71	
		Total Urinals	0.91	
School Department		Female	Male	
Total Accessory Occupants	0.00	0.00	0.00	
Total Assembly Occupants	23.87	0.80	0.40	(33% Urinals)
Total Business Occupants	16.15	0.81	0.65	(50% 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
Total Toilet Fixture Count		2	2	2.80
		33%	0.24	
		50%	0.20	
		Total Urinals	0.44	
Parks & Recreation		Female	Male	
Total Accessory Occupants	0.00	0.00	0.00	
Total Assembly Occupants	12.87	0.43	0.21	(33% Urinals)
Total Business Occupants	14.18	0.71	0.57	(50% 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
Total Toilet Fixture Count		5	5	8.87
		33%	1.35	
		50%	0.11	
		Total Urinals	1.45	
Elder & Human Services		Female	Male	
Total Accessory Occupants	0.00	0.00	0.00	
Total Assembly Occupants	235.13	7.84	3.92	(33% Urinals)
Total Business Occupants	34.24	1.71	1.37	(50% Urinals)

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

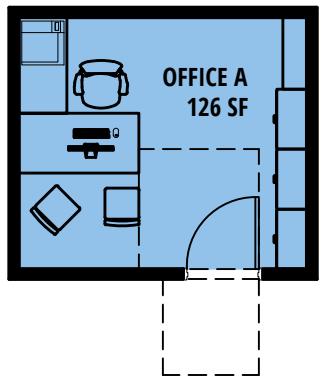
Parking Count Estimates

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	229	713.62
Offices			1.25 571

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

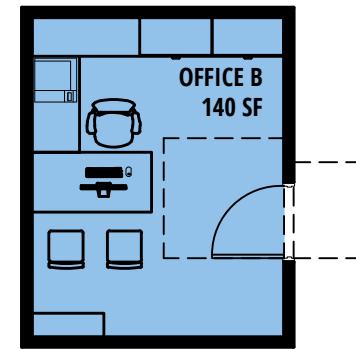
OFFICE A



OFFICE A

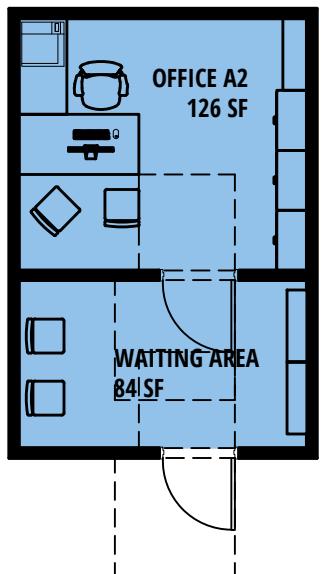
- (1) L-Shaped Desk w/ Task Chair
- (3) 30"x15"x48" Lateral Filing Cabinets
- (1) 36" Wide Bookcase
- (2) Visitor Chairs
- (1) Computer
- (1) Printer

OFFICE 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

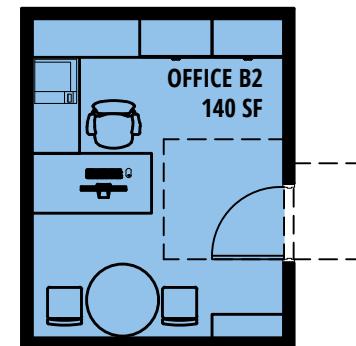


OFFICE A2

- (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

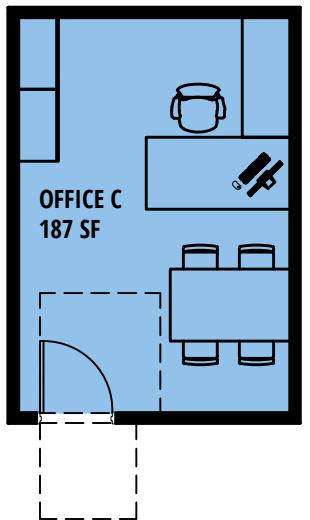
- (2) 48" Wide Bookcases
- (2) Visitor Chairs



OFFICE 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

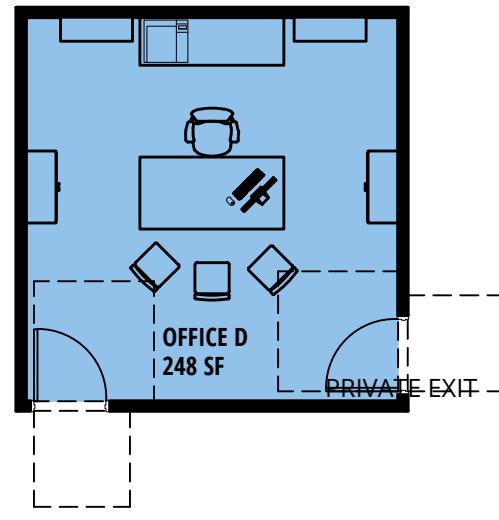
OFFICE C



OFFICE C

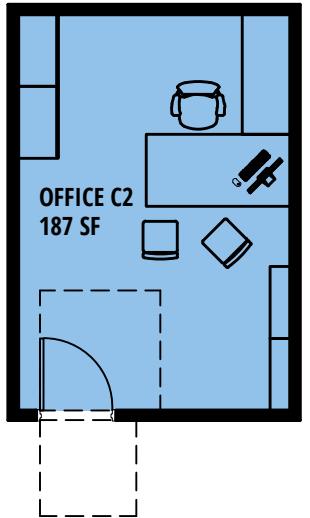
- (1) L-Shaped Desk w/ Task Chair
- (1) 4-Person Conference Table & Chairs
- (2) 36"x20"x48" Lateral Filing Cabinets
- (1) Computer

OFFICE D



OFFICE D

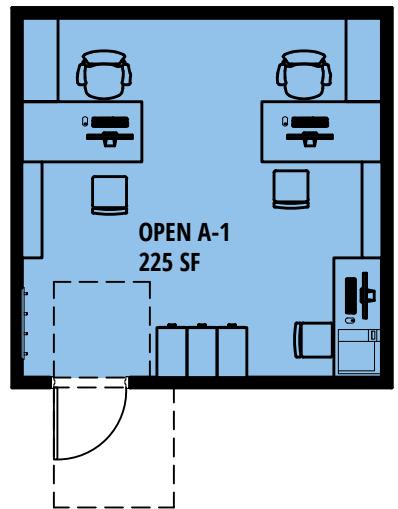
- (1) 36"x72" Desk w/ Task Chair
- (1) 24"x72" Task Desk
- (2) 36"x15"x48" Lateral Filing Cabinets
- (2) 36" Wide Bookcases
- (3) Visitor Chairs
- (1) Computer
- (1) Printer
- Private Exit



OFFICE C2

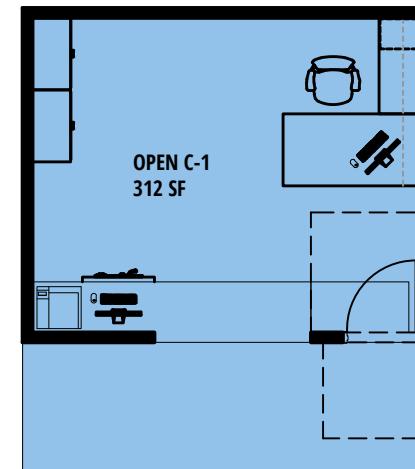
- (1) L-Shaped Desk w/ Task Chair
- (2) 36"x20"x48" Lateral Filing Cabinets
- (2) 36" Wide Bookcases
- (2) Visitor Chairs
- (1) Computer

OPEN OFFICES



OPEN A-1

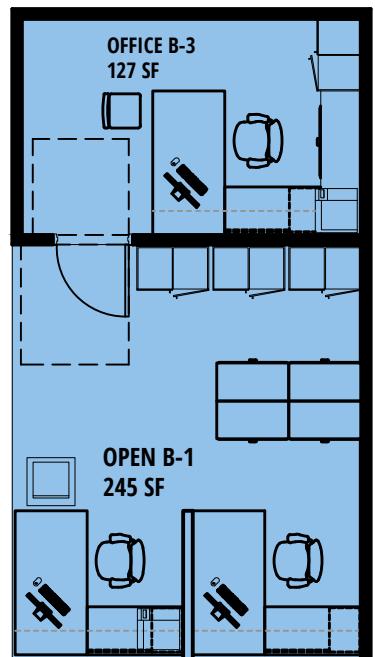
- (2) L-Shaped Desks
- (3) 15"x24"x48" Filing Cabinets
- (1) 24"x60" Work Table
- (2) 48" Wide Bookcase
- (2) Visitor Chairs
- (3) Task Chairs
- (3) Computers
- (1) Printer



OPEN OFFICES

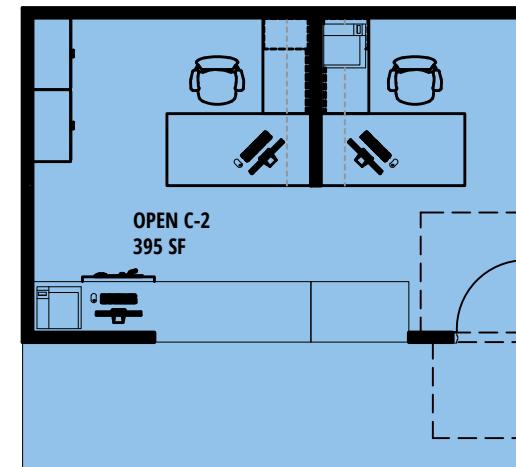
OPEN C-1

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



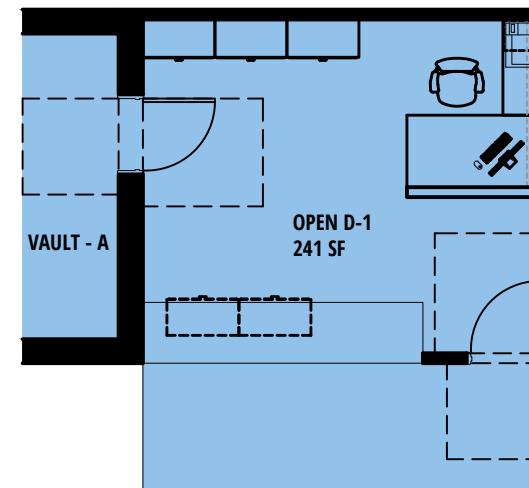
OPEN B-1

- (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 C-2

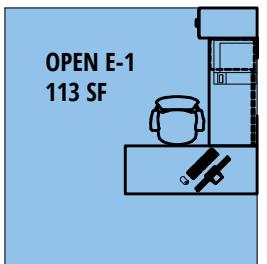
- (2) L-Shaped Desks w/ Task Chairs and Filing Cabinets
- (2) 5-Drawer Lateral Filing Cabinets
- (3) Computers
- (2) Printers
- (1) Safe Below Counter



OPEN D-1

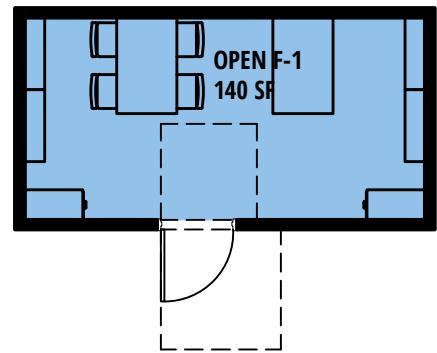
- (1) L-Shaped Desk w/ Task Chair and Filing Cabinet
- (2) 2-Drawer Lateral Filing Cabinets w/ Counter Above
- (3) 5-Drawer Lateral Filing Cabinets
- (1) Computer
- (1) Printer

OPEN OFFICES



OPEN E-1

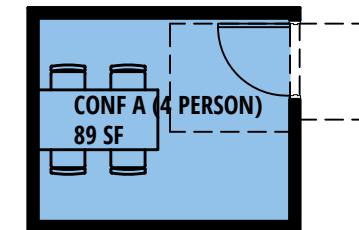
- (1) L-Shaped Desk w/ Task Chair and Filing Cabinet
- (1) 15"x24"x48" Filing Cabinet
- (1) Computer



OPEN F-1

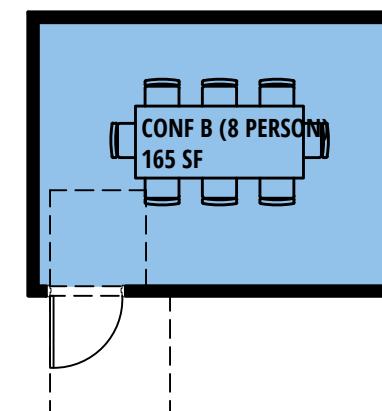
- (1) 4-Person Conference Table & Chairs
- (1) 30"x48" Work Table
- (2) 15"x24"x48" Filing Cabinets
- (4) 48" Wide Bookcases

CONFERENCE ROOMS



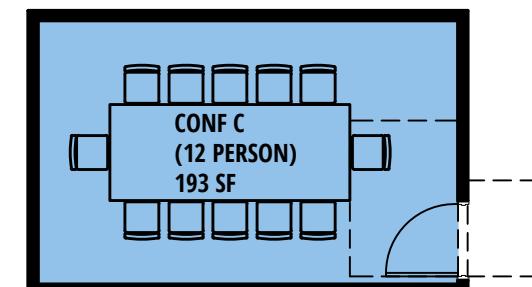
CONF A (4-PERSON)

- (1) 30"x60" Conference Table
- (4) Chairs



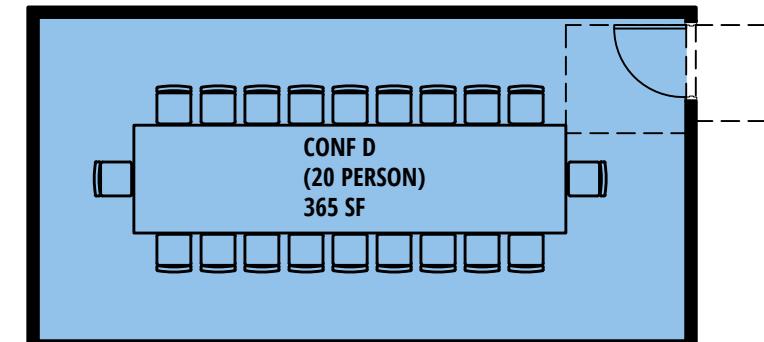
CONF B (8-PERSON)

- (1) 36"x84" Conference Table
- (8) Chairs



CONF C (12-PERSON)

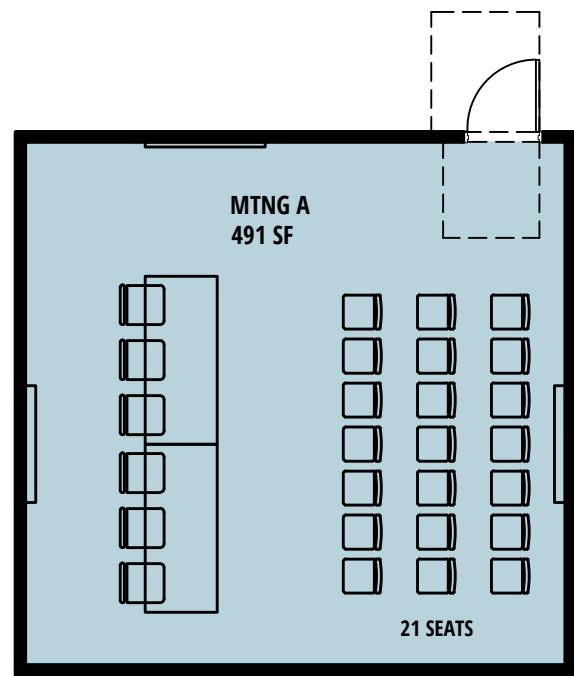
- (1) 4'-0"x10'-0" Conference Table
- (12) Chairs



CONF D-1 (20-PERSON)

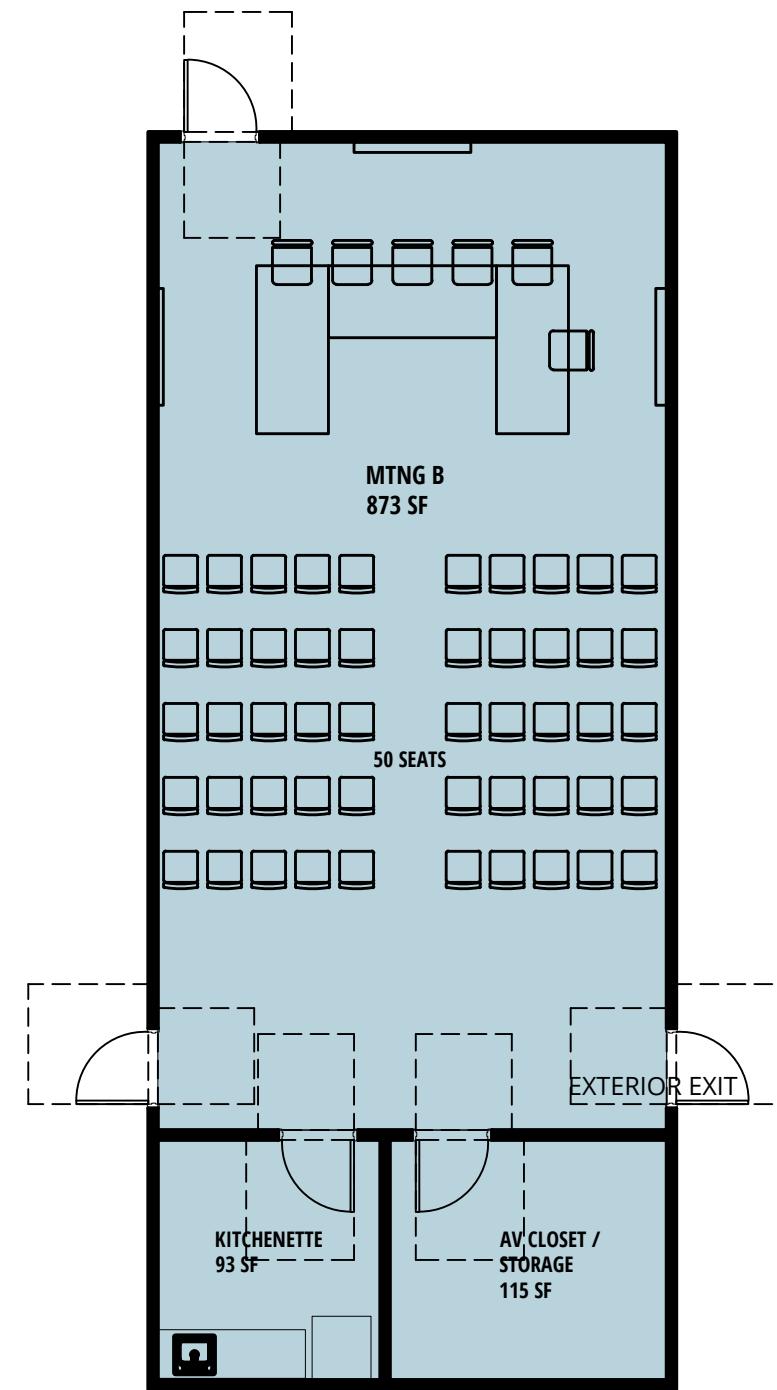
- (1) 4'-6"x18'-0" Conference Table
- (20) Chairs

MEETING ROOMS



MTNG A

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

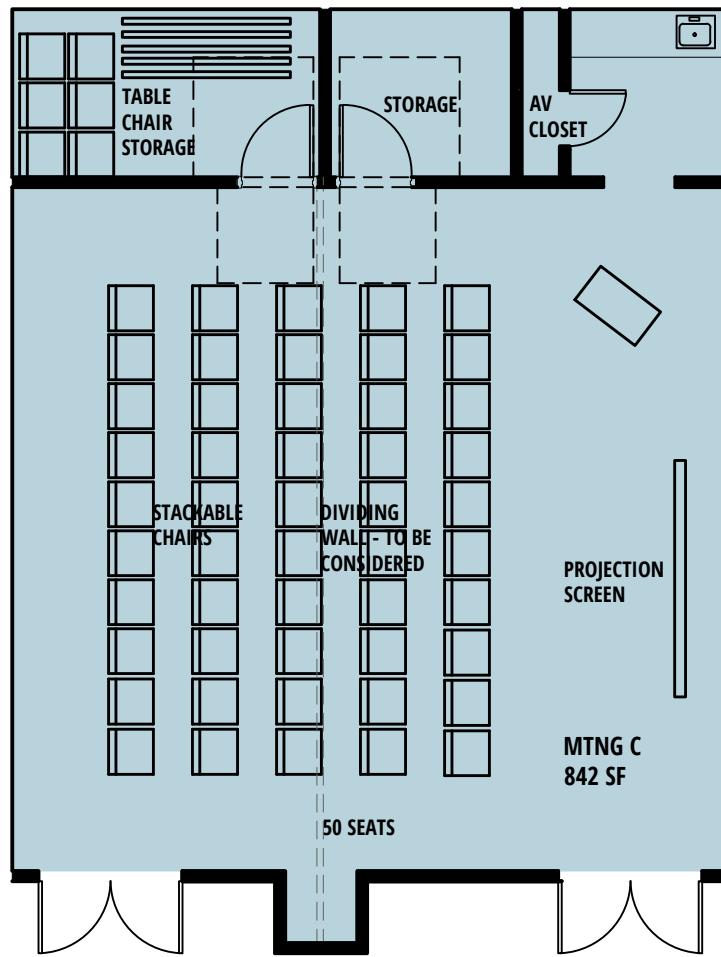


MEETING ROOMS

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

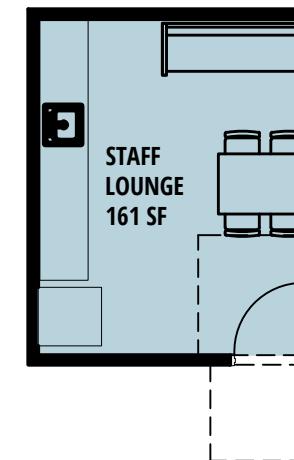
MEETING ROOMS



MTNG C

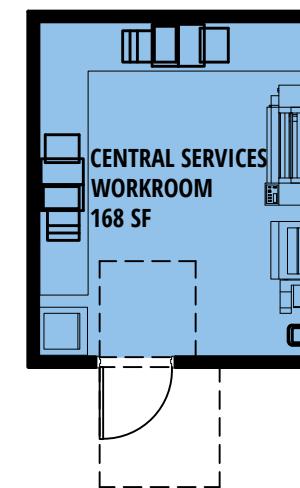
- Seats at least 50 people
- (50+) Chairs
- Lectern
- Projector & Screen
- AV Capabilities & Closet
- Kitchenette
- Foldable Tables
- Table & Chair Storage
- General Storage Room

STAFF ROOMS



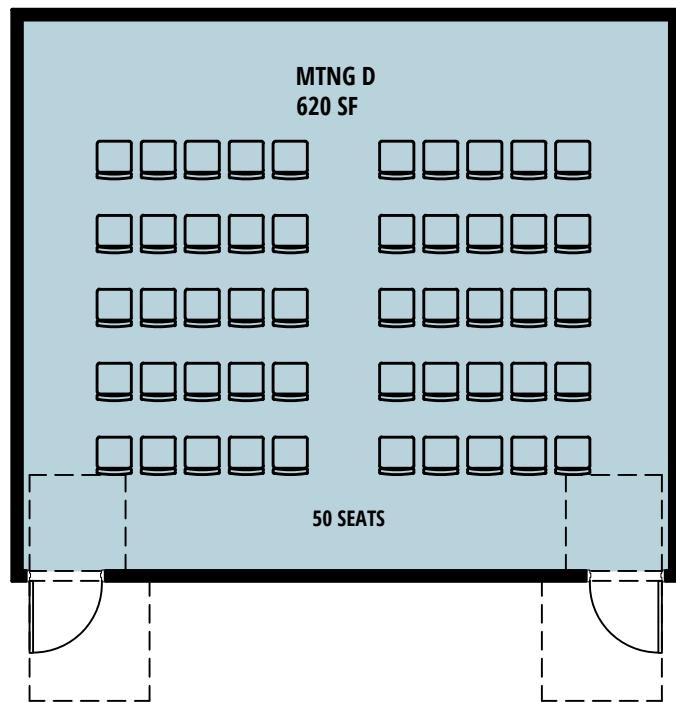
STAFF LOUNGE

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



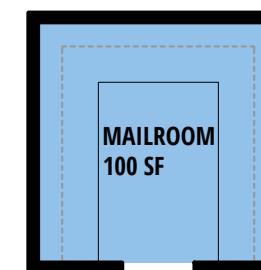
CENTRAL SERVICES WORKROOM

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



MTNG D

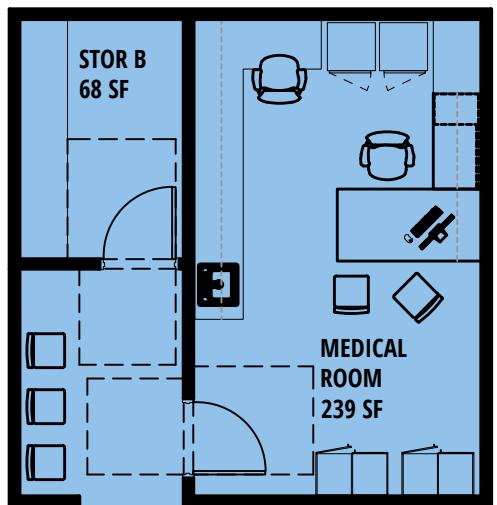
- Seats at least 50 people
- (50+) Chairs



MAILROOM

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

MEDICAL ROOM



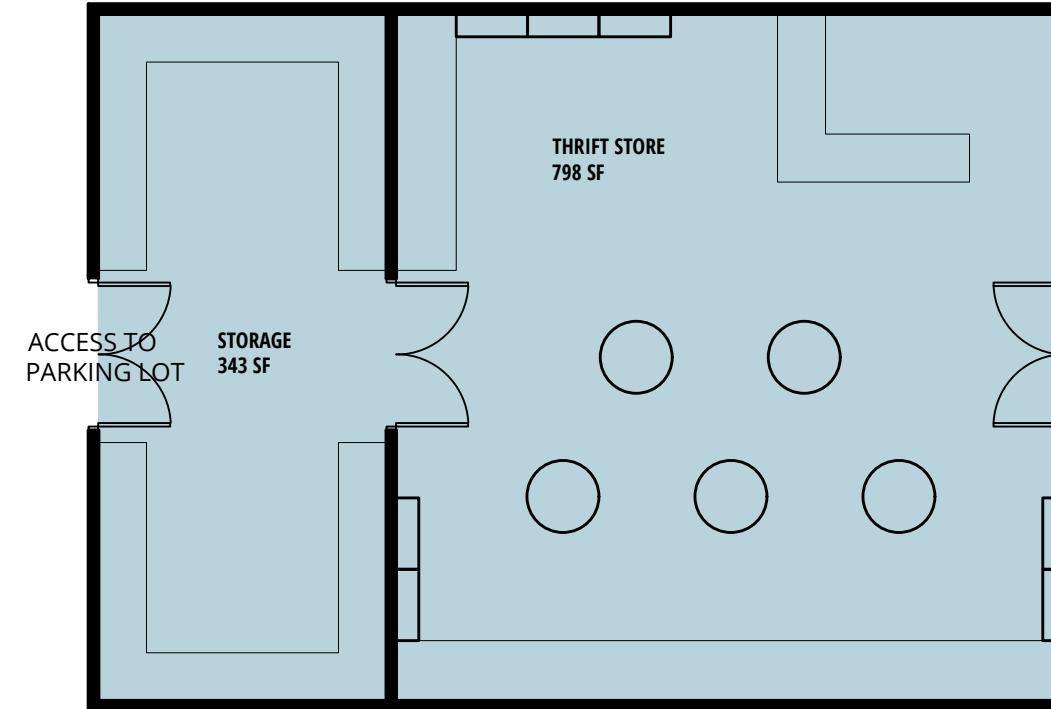
MEDICAL ROOM

- (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

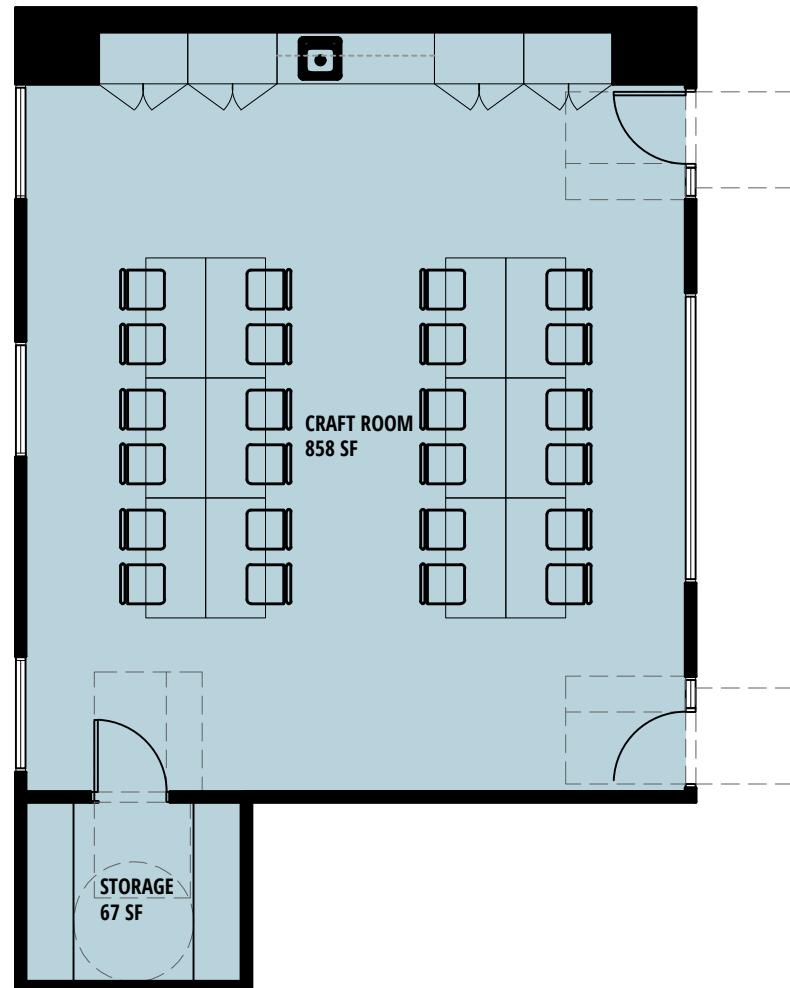
- (5) 36" Diameter Clothing Racks
- L-Shaped Transaction Counter w/ base cabinets
- 30" Deep Shelving
- (7) 36" Wide Bookcases
- Storage Room w/ 30" deep shelving
- Direct access to storage & donations (from parking lot)



CRAFT ROOM

CRAFT ROOM

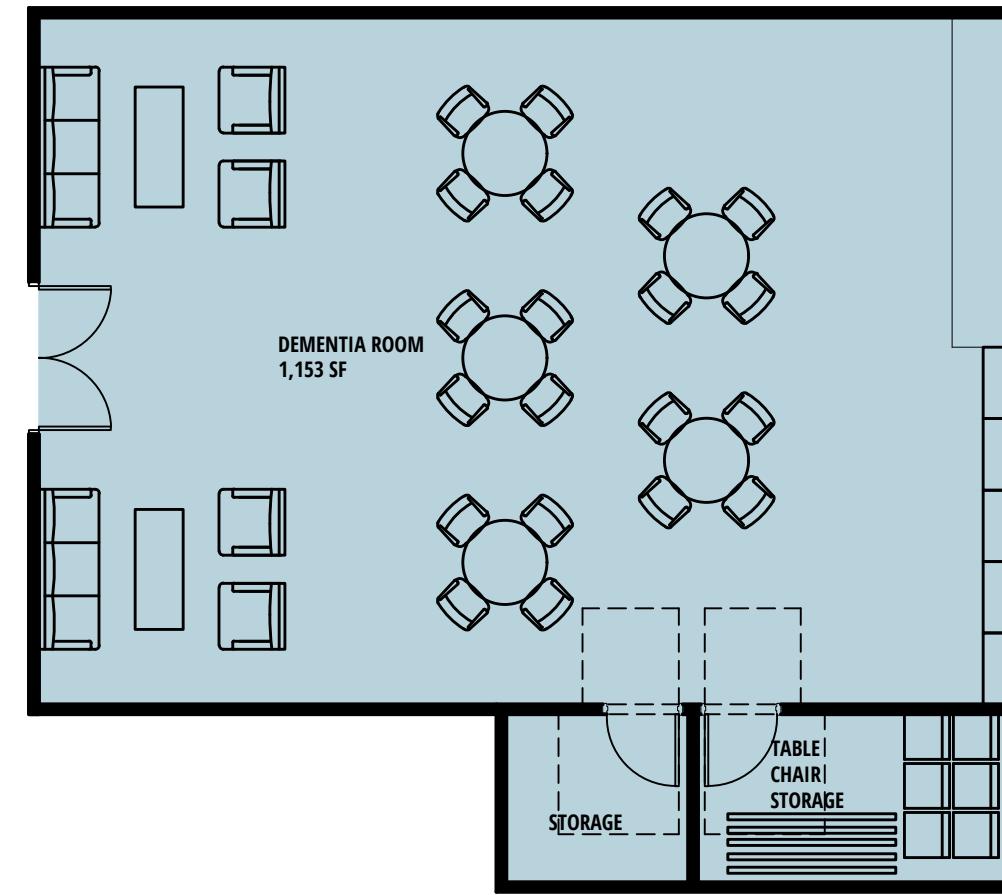
- (4) Storage Cabinets
- Counter w/ sink, base and upper cabinets
- Storage Room w/ 24" deep shelving
- (12) Mobile Tables
- (24) Chairs



DEMENTIA ROOM

DEMENTIA ROOM

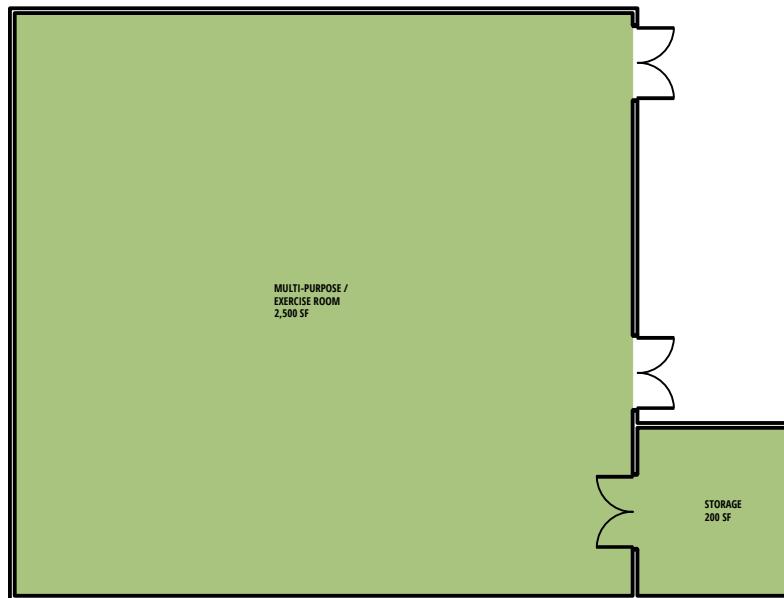
- Seats at least 20 people
- (20) Chairs
- (5) Conference Tables
- (5) 36" Wide Bookcases
- Soft seating for 16 people
- Counter with base cabinets
- Table & Chair Storage
- General Storage Room



MULTI-PURPOSE ROOM

MULTI-PURPOSE ROOM (2,500 sf)

- Large/Open Space
- Storage (200 SF)



KITCHEN / DINING

KITCHEN (755 SF)

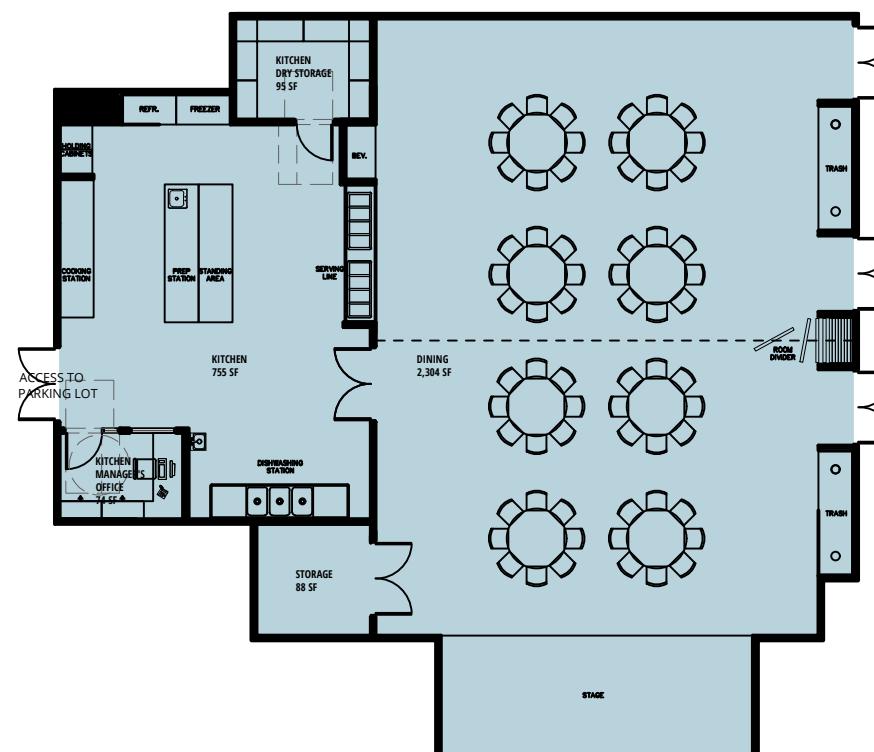
- (1) Commercial Refrigerator
- (1) Commercial Freezer
- (2) Holding Cabinets
- (1) Cooking Station
- (1) Prep Station
- (1) Standing Area
- (1) Serving Line
- (1) Dishwashing Station
- Dry Storage Room (95 SF)
- Access to Parking Lot

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)

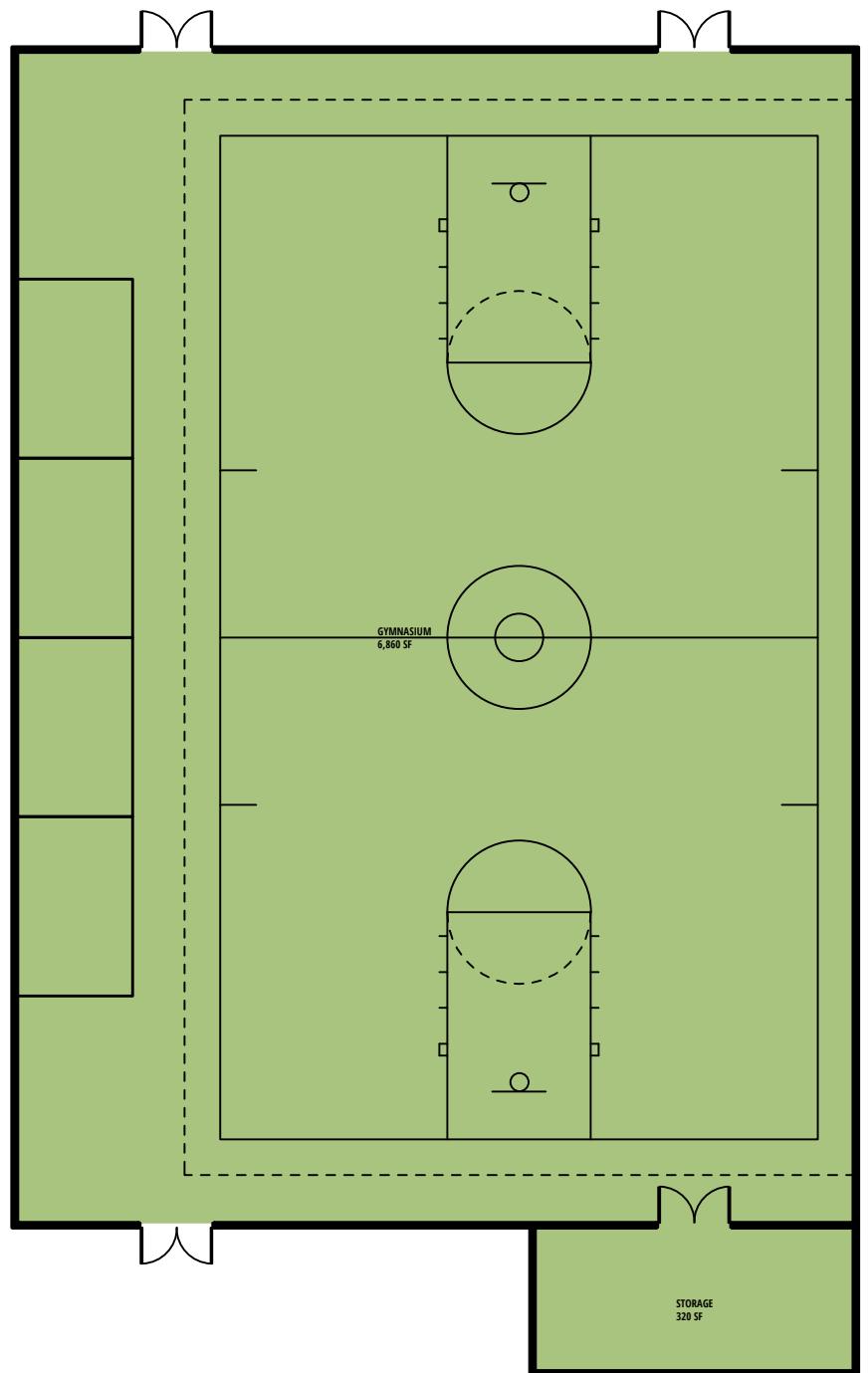
- (8) Dining Tables
- (64) Chairs
- (2) Trash Stations
- (1) Stage
- (1) Buffet Station
- (1) Beverage Station
- Room Divider
- Storage Room (88 SF)



GYMNASIUM

GYMNASIUM (6,860 SF)

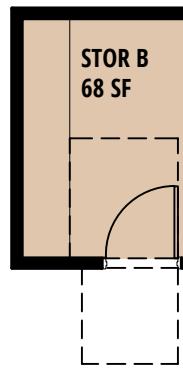
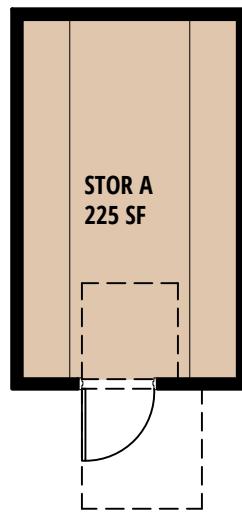
- Basketball Court
- Bleachers
- Equipment Storage Room (320 SF)



STORAGE

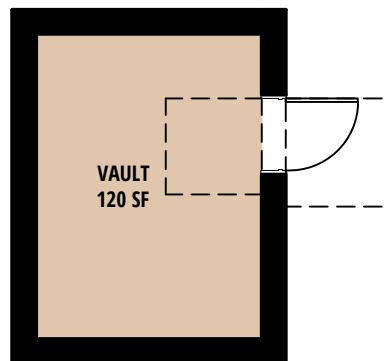
STOR A

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

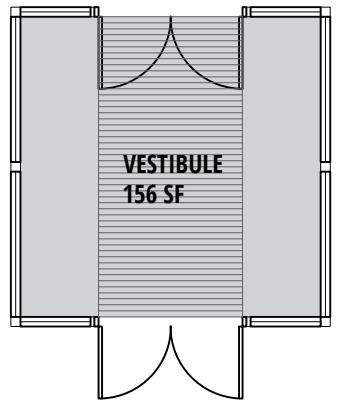


VAULT

- Proximity to Town Clerk



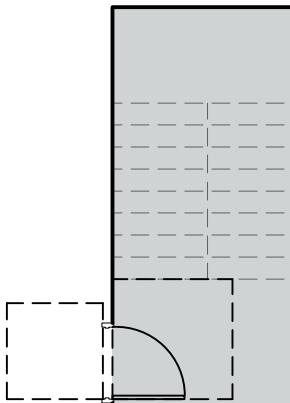
ENTRY



VESTIBULE

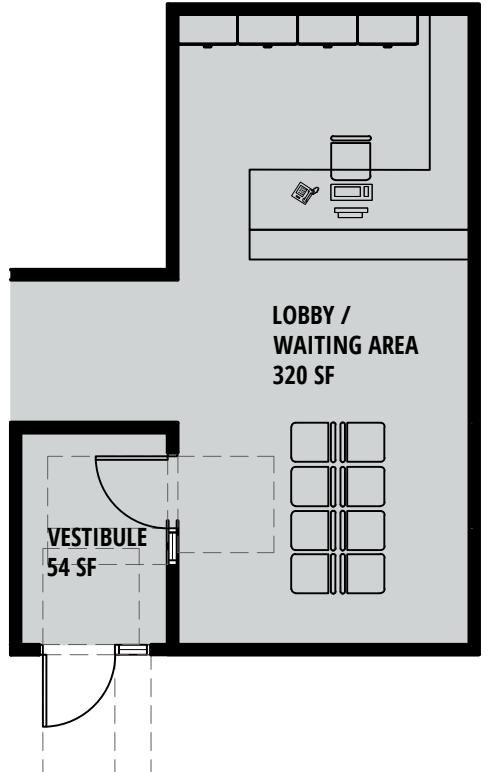
- (2) Sets of Double Doors
- Glazing

CIRCULATION



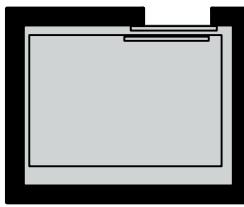
DESCRIPTION

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



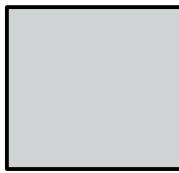
LOBBY / WAITING AREA

- (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

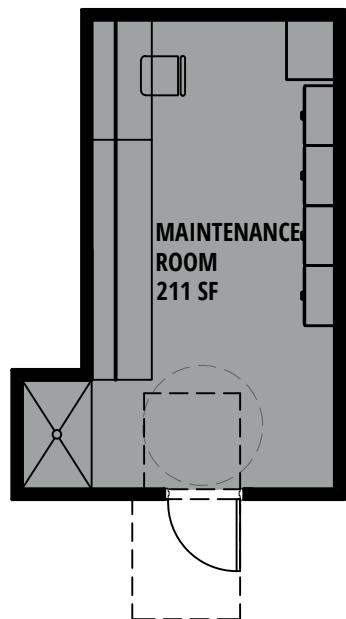
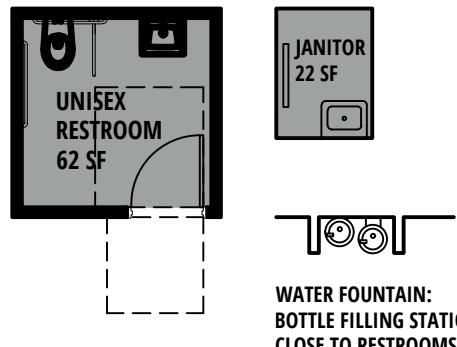
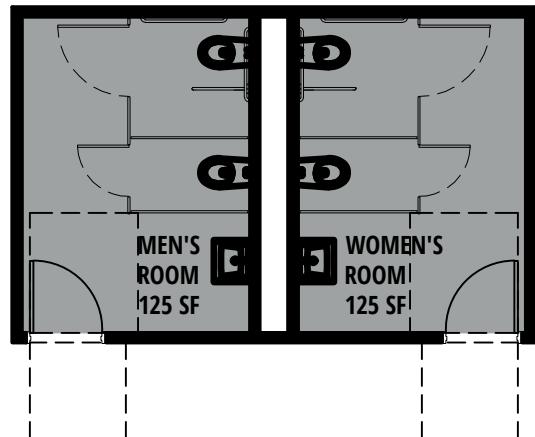
- At least 180 sf (two stories)



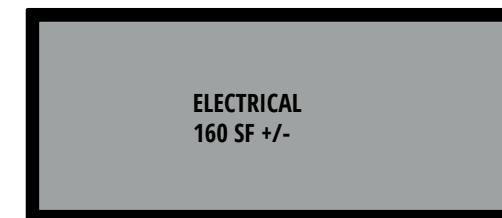
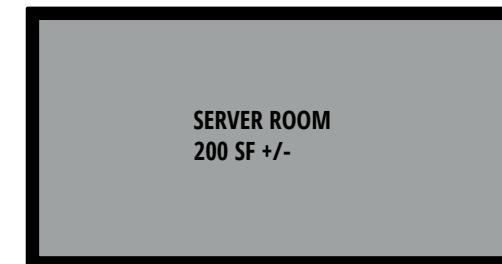
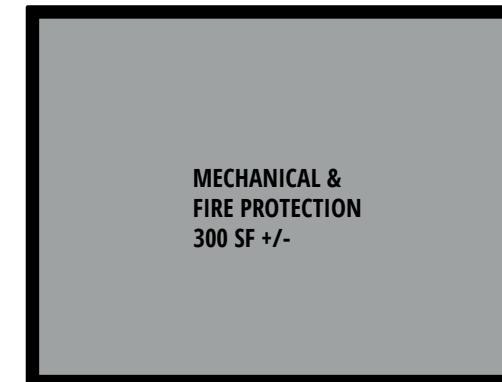
ELEVATOR MACHINE ROOM

- At least 50 sf

RESTROOMS / UTILITY



MEPFP





ARCHITECTS
Lerner Ladds Bartels

Design. Live. Thrive.