

Town of Belmont
 Department of Public Works
Space Needs Summary

January 24, 2006

Area	Description	Size (SF)	
Office & Office Support Areas	DPW Director	270	
	Assistant DPW Director	216	
	Highway Operations Manager	180	
	Parks & Cemetery Director	180	
	Water Superintendent	180	
	Assistant Water Superintendent	180	
	Vestibule/Waiting/Reception	324	
	DPW Administration Office Area	1,560	
	Cemetery Sales Office	144	
	Admin Toilet Facilities	90	
	Cemetery Records Storage	100	
	Copy/File/Mail Area	270	
	Training / Command Center	1,092	
	CAD/GIS Area	288	
	Active File Storage	288	
	Archive File Storage	414	
	Conference Room	240	
	Supply Closet	128	
		Subtotal:	6,144
		Circulation (15%):	922
	TOTAL:	7,066	
Employee Facilities	Foreman Office Area	672	
	Central Plan Storage	180	
	Male Locker/Shower/Toilet	1,118	
	Female Locker/Shower/Toilet	180	
	Work Force Lunch Room	900	
	Dispatch Office	156	
		Subtotal:	3,206
		Circulation (10%):	321
		TOTAL:	3,527

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Area	Description	Size (SF)		
Work Shops	Sign Shop	1,428		
	Water Meter Test Shop	484		
	Water Shop & Storage	2,268		
	Parks Shop	1,242		
	Cemetery Shop	1,242		
	Highway Shop	1,200		
	Small Parts Paint Booth	224		
		Subtotal:	8,088	
		Circulation (5%):	404	
		TOTAL:	8,492	
Fleet Maintenance	Maintenance Supervisor Office	144		
	Maintenance Reference Room	120		
	Vehicle Maintenance Bays	4,644		
	Welding Shop	1,400		
	Maintenance Tire Shop	992		
	Maintenance Parts Storage	672		
	Small Equipment Maintenance	256		
	Maintenance Fluid Storage	504		
		Subtotal:	8,732	
		Circulation (5%):	437	
	TOTAL:	9,169		
Wash Area	Wash Bay	1,250		
	Wash Equipment Room	360		
		Subtotal:	1,610	
		Circulation:	N/A	
		TOTAL:	1,610	
Vehicle/Equipment/Material Storage	Material Storage	(included in veh strg)		
	Large Vehicle Storage	27,000		
	Small Vehicle Storage	11,900		
	Small Equipment Storage	3,300		
	Towed Equipment Storage	1,800		
	Town Vehicle Storage	3,000		
		Subtotal:	47,000	
		Circulation:	N/A	
	TOTAL:	47,000		
		TOTAL:	76,864	