

Belmont Police Station



UPDATED FEASIBILITY STUDY FINAL REPORT

Prepared for the Town of Belmont

February 2016

Prepared By:

Jeff Shaw, AIA
Principal

Donham & Sweeney
ARCHITECTS

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Introduction

Donham & Sweeney, Architects was retained by the Town of Belmont in July 2015 to prepare an update to the architectural feasibility study we completed in 2008. This report, which follows review by the Belmont Police Department and Town Administrator, is the result of our work. We are very appreciative of the advice and counsel of those that assisted this work. We want to especially thank Chief Richard McLaughlin and Assistant Chief James Maclsaac.

We found it a pleasure working with the Town on this assignment.

A handwritten signature in black ink, appearing to read "Jeff Shaw".

Jeff Shaw, AIA
Principal,
Donham & Sweeney, Architects

Belmont Police Station
Feasibility Study Update

I. *Executive Summary*

II. *Space Needs Summary*

III. *Site Options*

IV. *Project Budget & Timeline*

V. *Conclusions & Recommendations*

VI. *Appendix A: Detailed Space Needs*

Part I. Executive Summary

Donham & Sweeney, Architects was commissioned by the Town of Belmont to continue the study performed in 2008. This second phase had two specific goals. First, to confirm the Space Need that was produced in 2008 and second to review two sites in further detail.

The Space Needs produced in 2008 concluded a total of 27,500 Gross Square Feet (GSF) was needed. That total was based on a projected staff of 112. The result of this updated study finds that 30,000 GSF of space is needed. The addition of 2,500 GSF is due to staff increase and additional space required, particularly in the detention area. The lack of sufficient space is continuing to significantly hamper the present operations and the safety of the officers and public. In addition, the analysis showed that parking for 78 vehicles is needed. This compares to the present requirements of 56 cars of which only 30 are parked on site.

The second goal of the study was the site analysis. We looked at 2 sites that were previously studied in 2008. The Incinerator Site on Concord Ave and the VFW Site on Trapello Road across from the Fire Department Headquarters. While detailed design or cost estimating was not completed for these sites, based on the current study the preferred site that emerged was the Incinerator Site. Development of either site would not be burdened by costs of temporary relocation and development would not affect current police operations.

Finally, we produced a basic budget estimate for each site, taking into account total building size, parking requirements and site improvements needed. The total cost of developing the Police Station portion of the Incinerator Site is \$18,400,000.

Belmont Police Station

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Part II. Space Needs Summary

The Police Department serves a population requiring a full complement of services including: Patrol, Investigation, Traffic, Communications and Records. The Department serves a densely populated 4.7 sq mile area with a current population of approximately 23,600 residents. The Department is busy; over the past several years the Police Department has seen a rise in total calls for service, beginning with approx. 18,000 in FY '11 and reaching over 21,000 calls for service in FY '14. The Department processes an average of 125-150 arrests each year.

The existing Police Station was built in 1931 and the Department operates out of approximately 14,800 Gross Square Feet.

Our first step in the Space Needs process, using the 2008 study as a guide, was to interview staff, looking carefully at how the Department functions and particularly at their furnishings and equipment needs. Through this process the Department concluded that to meet their future service requirements through the year 2040, they would need to add 16 additional staff from their present total, increasing the staffing by 21 positions compared to the 2008 study.

In addition to our experience with approximately 50 other public safety facilities we took into consideration the recommendations of the International Association of Chiefs of Police [IACP] and the Public Health and Plumbing Codes of the Commonwealth of Massachusetts, and the NFPA. Our space needs study indicated that 30,000 Gross Square Feet was needed looking ahead 25 years.

The following excerpts from the full Space Needs report summarize the results from the detailed study. The detailed Space Needs report can be found in the appendix.

Belmont Police Station

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Part II. Space Needs Summary (cont.)

Prgm No.	Space Type Description	Qty	Space Size			Total NASF	2,008 Study	Floor		
			Length	Width	NASF			Bsmt.	1st	2nd
1.0 Public & Training Spaces			<i>NASF = Net Assignable Square Footage</i>							
* 1.1	Vestibule	1	8	8	64	64	64	64		
1.2	Lobby	1	20	30	600	600	500	600		
1.3	Public Toilets	2	6	8.5	51	102	102	102		
* 1.4	Public Interview Room	1	10	12	120	120	120	120		
* 1.5	Training/Community Room	1	28	44	1,232	1,232	1,064	1,232		
* 1.6	Table & Chair Sto. (for Training)	1	10	10	100	100	60	100		
* 1.7	Training Equipment Storage	1	6	8	48	48	48	48		
1.8	Front Desk	1	8	10	80	80	80	80		
2.0 Communications										
2.1	Dispatch	1	28	30	840	840	840	840		
2.2	Dispatch Supervisor	1	10	12	120	120	120	120		
2.3	Toilet	1	10	7	70	70	70	70		
2.4	Dispatch Breakroom	1	10	10.5	105	105	105	105		
2.5	Radio/Server/Telephone/E911/IT	1	12	20	240	240	240	240		
3.0 Fitness										
3.1	Fitness Room	1	30	45	1,350	1,350	1,350	1,350		
4.0 Building Maintenance & Supplies										
4.1	Building Maint. & Supplies	1	8	12	96	96	96	96		
4.2	Bldg/Ground Equipment Storage	1	10	8	80	80	80	80		
5.0 Building Support										
* 5.1	Passenger Elevator	3	9	7	63	189	189	63	63	63
* 5.2	Elevator Machine Room	1	10	8	80	80	80	80		
* 5.3	Fan Rooms	1	20	40	800	800	800	800		
5.4	Boiler Room	1	20	25	500	500	500	500		
5.5	Sprinkler/Water Service	1	12	6	72	72	72	72		
5.6	Data/Alarm	1	12	10	120	120	120	120		
5.7	Electrical Rooms	1	16	10	160	160	160	160		
5.8	Emergency Generator Transfer	1	10	8	80	80	80	80		
5.9	Janitors Closets	3	5	7	35	105	105	35	35	35
* 5.10	Trash Room	1	8	8	64	64	64	64		
6.0 Administration										
6.1	Waiting Area	1	10	10	106	106	106	106		
6.2	Administrative Assistant	1	16	12	192	192	192	192		
6.3	Chief's Office	1	20	13	260	260	260	260		
6.4	Assistant Chief	1	13	12	156	156	156	156		
6.5	Records/Traffic	1	20	26	520	520	520	520		
6.6	Keeper of Records & Prosecutor	1	12	21	252	252	252	252		
6.7	Community Services	1	12	16	192	192	192	192		
6.8	Workroom/Office Supply	1	11	9	99	99	99	99		
* 6.9	Conference Room	1	20	12	240	240	240	240		
6.10	Administrative Toilets	2	7.5	6.5	49	98	98	98		
6.11	Dead Records Storage	1	15	13	195	195	195	195		

Belmont Police Station
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Part II. Space Needs Summary (cont.)

Prgm No.	Space Type Description	Qty	Space Size			Total NASF	2,008 Study	Floor			
			Length	Width	NASF			Bsmt.	1st	2nd	
7.0	Investigations										
7.1	Detectives & Juvenile	1	24	31	744	744	744			744	
7.2	Lieutenant of Detectives	2	12	10	120	240	120			240	
7.3	Laboratory	1	10	10	100	100	100			100	
7.4	Interview	2	8	8	64	128	128			128	
7.5	Evidence Processing	1	10	14	140	140	90			140	
7.6	Evidence General	1	18	22	396	396	308			396	
7.7	Evidence, Drugs	1	12	8	96	96	80			96	
8.0	Patrol										
8.1	Roll Call Room	1	26	16	416	416	416			416	
8.2	Report Writing Alcove	1	12	10	120	120	120			120	
* 8.3	Patrol Lieutenants & Sergeants	1	21	23	483	483	483			483	
8.4	O.I.C.	1	15	12	180	180	180			180	
8.5	Patrol Captain	1	12	13	156	156	156			156	
* 8.6	Armory	1	8	9	72	72	72			72	
9.0	Detention										
* 9.1	Vehicle Sallyport	1	16	28	448	448	448			448	
9.2	Booking	1	15	20	300	300	300			300	
9.3	Storage Closet	1	2	4	8	8	8			8	
* 9.4	Matron	1	8	8	64	64	64			64	
* 9.5	Shower	1	5	10	50	50	50			50	
* 9.6	Holding	1	8	10	80	80	80			80	
9.7	Male Cells	4	12	8	96	384	288			384	
9.8	Female Cells	3	12	8	96	288	192			288	
9.9	Male Cell (Accessible)	1	12	8	96	96	96			96	
9.10	Female Cell (Accessible)	1	12	8	96	96	96			96	
* 9.11	Juvenile Cell (Accessible)	1	12	8	96	96	96			96	
9.12	Interview (Juvenile status offenders)	1	8	10	80	80	80			80	
10.0	Support Facilities										
10.1	Break room	1	12	18	216	216	216			216	
10.2	Staff Toilet Rooms	2	11	12	132	264	264			264	
10.3	Men's Lockers & Showers	1	24	61	1,464	1,464	1,464	1,464			
10.4	Women's Lockers & Showers	1	17	28	476	476	476	476			
10.5	Recovered Property	1	20	20	400	400	400			400	
10.6	Motorcycle, Bicycle & Maint Garage	1	28	32	896	896	896			896	
* 10.7	Evidence Garage	1	16	28	448	448	448			448	
10.8	Weapons Cleaning	1	10	8	80	80	80	80			
10.9	Range	1	12	110	1,320	1,320	1,320	1,320			
* 10.10	Auxilliary Police Locker Room & Office	1	18	14	252	252	252	252			
* 10.11	Union Storage Room	2	6	8	48	96	96	96			
* 10.12	Emergency Generator	1	15	20	300	300	192	300			
10.13	Uniform Storage	1	8	8	64	64	64	64			
10.14	Bicycle Storage	1	12	16	192	192	120	192			
Subtotal (Net Square Footage)						21,456	20,392	7,059	10,104	4,293	
Grossing Factor (walls, corridors, chases, etc.) @						40%	8,545	7,136	2,811	4,024	1,709
TOTAL SQUARE FOOTAGE						30,000	27,526	9,870	14,128	6,002	

* = New Spaces

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Part II. Space Needs Summary (cont.)

Staffing Levels present - future (2040)

Description	Future Staff/Shift	No. Shifts	Total Future Staff	2008 Study Total	Present Total	Comments
Administration						
Chief	1	1	1	1	1	
Assistant Chief	1	1	1	1	1	
Administrative Assistant	1	1	1	1	1	
Records Clerk / Analyst	3	1	3	2	2	Add 1 in the future
Technical Services	2	1	2	1	1	Add 1 in the future
Officers						
Captain - Patrol	1	1	1	1	1	
Lieutenant - Patrol	1	3	3	3	3	
Sergeants - Patrol	2	3	6	6	6	
Sergeants - Detectives	1	1	1	1	1	
Detectives	3	2	3	2	3	
Juvenile/Domestic Violence	1	2	2	1	1	Add 1 in the future
Detective - Lieutenant	1	1	1	1	1	
Dispatch manager	1	1	1	1	1	
Dispatchers (FT)	2	3	9	9	9	
Dispatchers (PT)	1	3	5	4	4	Add 1 in the future
Community Services - Lieutenant	1	1	1	1	1	
Community Services - Officers	2	1	2	2	2	DARE, School Resource
Traffic - Sergeants	2	1	2	2	2	
Traffic - Officers	2	1	2	1	1	Add 1 in the future
Patrol Officers (Day)	9	1	9	8	8	Add 1 in the future
Patrol Officers (Evening)	9	1	9	8	8	Add 1 in the future
Patrol Officers (Night)	10	1	10	9	9	Add 1 in the future
Auxilliary/Special Officers						
Auxilliary Officers	25	1	25	15	25	
Special Officers	8	1	8	8	5	
Crossing Guards	23	1	25	23	20	
TOTAL STAFF	113		133	112	117	

The staffing level for uniformed officers has varied over the last 18 years and, at present, is 8 below its peak in 1999.

1998	46	2004	48	2010	46
1999	56	2005	47	2011	46
2000	50	2006	46	2012	47
2001	53	2007	47	2013	47
2002	52	2008	48	2014	48
2003	51	2009	46	2015	48

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Part III. Site Options

Both site options shown below were explored in brief in the prior study. The goals of this study were to open up the exploration of each site to determine their suitability. The plans that follow are intended to show one approach to the use of each of the sites selected for further study. These are not definitive designs; their purpose is to test the “fit” of the space needs program against the size of each site and to produce a building size to use for cost estimating purposes.

Belmont Police Station
Feasibility Study Update

Part III. Site Options (cont'd)

Incinerator Site:

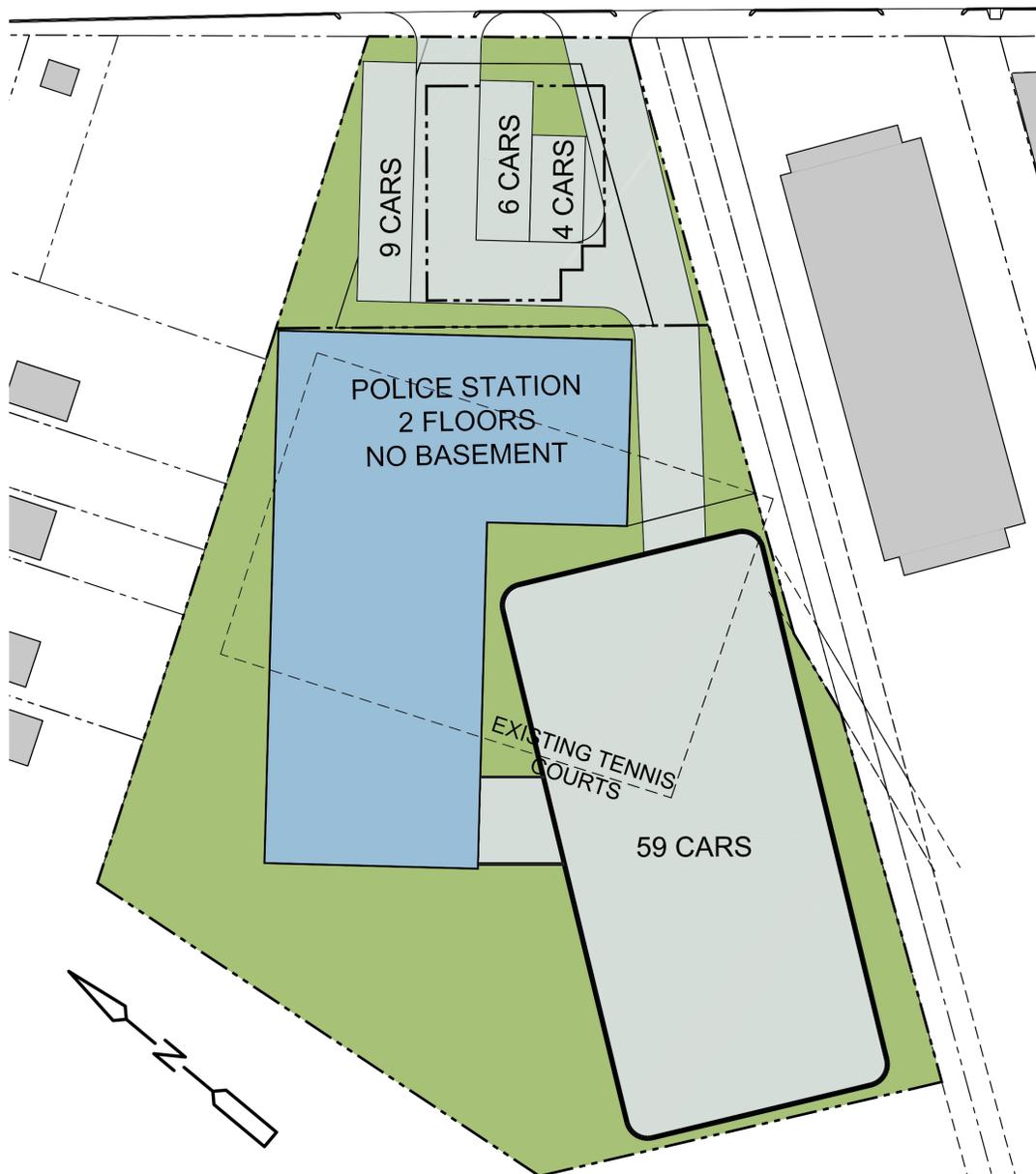
This site consists of 17 acres which was a former incinerator and landfill. The existing incinerator must be removed, ash that has been buried must be capped. Currently the Town and the State are in the midst of transferring the property to the Town's control and final determination is still pending. The Police Station would be located on a ridge formerly used for DPW materials handling. Thus much of the Police site is cleared, but the capping process would necessarily remove a majority of the tree canopy. An access road would be needed to reach the Police Station. The rear portion of the site must be reserved for DPW materials stockpiling bins, as shown below. Foundation costs for this site would be higher to deal with building over the capped landfill. Covered parking in the staff and patrol parking area is not shown but is feasible at moderate cost. This type of structure affords protection during harsh weather and can be made to support future Photovoltaic arrays.



Part III. Site Options (cont'd)

VFW Site:

This site is the current location of the Belmont VFW and is located on Trapelo Road across the street from the present Belmont Fire HQ. Use of this site assumes the demolition of the VFW building, removal of much of the tennis courts and relocation of the pedestrian access to the playground at the rear of the site. Numerous variances would be required due the limited size of the property and height restrictions. The VFW site consists of slightly more than 1/4 acre, adding about 2 acres from the playing fields is needed to meet the parking demand. The primary drawback is the severe lack of space which requires either the sacrifice of much of the playing fields and/or building a 3 story Police Station. Both are undesirable.



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Part IV. Project Budget & Timeline

The following project budget estimates includes costs associated with the Police Station options. Included in this estimate are construction costs based on current market rates for similar type projects, as well as projected 'soft costs', which include architectural and engineering fees, furniture, fixtures, and equipment (FFE), utility back-charges, moving expenses, site survey and others. A construction contingency is included as well, which must be carried to cover unforeseen conditions. Escalation was not included as well as landfill capping requirements on the Incinerator Site.

Note that the project budget estimate assumes:

- Costs are an estimate only, based on best info available.
- The construction market is variable and fluctuates over time.
- Relocation costs are not included; it is anticipated that part or most of the Department may need to relocate in these options.
- A project contingency of 10% is carried as recommended to account for owner changes, errors in the design and unknown conditions. These circumstances may be present at the outset or present themselves during the course of the project.

Incinerator Site*:

New Construction (30,000 GSF)	\$14,000,000
Soft Cost	\$3,000,000
Contingency	<u>\$1,400,000</u>
Total Project Budget:	\$18,400,000

Cost Breakdown by Phase:

1) Schematic Design	\$120,000
2) Design Development, CD's and Bidding	\$550,000
3) Construction through Completion	\$16,730,000
4) FF&E and Commissioning of the Building	\$1,000,000

* Costs for capping and remediating the site are not included.

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Timeline:

1) Schematic Design	3 Months
2) Design Development, CD's and Bidding	20 Months
3) Construction through Completion	14 Months
4) FF&E and Commissioning of the Building	concurrent w/ #3

VFW Site:

New Construction (30,000 GSF)	\$13,800,000
Soft Cost	\$3,000,000
Contingency	<u>\$1,400,000</u>
Total Project Budget:	\$18,200,000

Cost Breakdown by Phase:

1) Schematic Design	\$125,000
2) Design Development, CD's and Bidding	\$575,000
3) Construction through Completion	\$16,500,000
4) FF&E and Commissioning of the Building	\$1,000,000

Timeline:

1) Schematic Design	3 Months
2) Design Development, CD's and Bidding	20 Months
3) Construction through Completion	14 Months
4) FF&E and Commissioning of the Building	concurrent w/ #3

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Part V. Conclusions & Recommendations

*T*his study updated the prior work by evaluating the current space need and providing a more detailed evaluation of two of the original 9 site options. There is one option that is recommended out of the two options studied further.

The recommended option is the Incinerator Site. The total cost for this option is \$18,400,000.

Additional factor to consider:

- This option requires that the Incinerator site be properly prepared through completion of MassDEP requirements and closure and post-closure use permit applications.

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**POLICE STATION
SPACE NEEDS STUDY
BELMONT, MASSACHUSETTS**

2015 UPDATED 2nd DRAFT

Prepared for

**The Town of Belmont, MA
Police Department
&
Municipal Building Committee**

Prepared by

**Donham & Sweeney
ARCHITECTS**

**Jeff Shaw, Principal
Glen Gollrad, Project Manager**

August 2015

POLICE DEPARTMENT HQ SPACE NEEDS STUDY BELMONT, MASSACHUSETTS

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POLICE DEPARTMENT SPACE NEEDS STUDY
BELMONT, MASSACHUSETTS

Staffing Projection to 2040

Description	Future Staff/ Shift	No. Shifts	Total Future Staff	2008 Study Total	Present Total	Comments
Administration						
Chief	1	1	1	1	1	
Assistant Chief	1	1	1	1	1	
Administrative Assistant	1	1	1	1	1	
Records Clerk / Analyst	3	1	3	2	2	Add 1 in the future
Technical Services	2	1	2	1	1	Add 1 in the future
Officers						
Captain - Patrol	1	1	1	1	1	
Lieutenant - Patrol	1	3	3	3	3	
Sergeants - Patrol	2	3	6	6	6	
Sergeants - Detectives	1	1	1	1	1	
Detectives	3	2	3	2	3	
Juvenile/Domestic Violence	1	2	2	1	1	Add 1 in the future
Detective - Lieutenant	1	1	1	1	1	
Dispatch manager	1	1	1	1	1	
Dispatchers (FT)	2	3	9	9	9	
Dispatchers (PT)	1	3	5	4	4	Add 1 in the future
Community Services - Lieutenant	1	1	1	1	1	
Community Services - Officers	2	1	2	2	2	DARE, School Resource
Traffic - Sergeants	2	1	2	2	2	
Traffic - Officers	2	1	2	1	1	Add 1 in the future
Patrol Officers (Day)	9	1	9	8	8	Add 1 in the future
Patrol Officers (Evening)	9	1	9	8	8	Add 1 in the future
Patrol Officers (Night)	10	1	10	9	9	Add 1 in the future
Auxilliary/Special Officers						
Auxilliary Officers	25	1	25	15	25	
Special Officers	8	1	8	8	5	
Crossing Guards	23	1	25	23	20	
TOTAL STAFF	113		133	112	117	

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1999	56	2005	47	2011	46
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2002	52	2008	48	2014	48
2003	51	2009	46	2015	48

POLICE DEPARTMENT SPACE NEEDS STUDY
BELMONT, MASSACHUSETTS

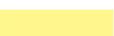
PARKING NEEDS SUMMARY

Prgm No.	Space Type Description	Present Qty.	2008 Study	Needed Qty.	Comments
S.0	Site Features				
	Emergency Generator			1	
	Transformer			1	
	A/C Condensing Unit			TBD	
	Dumpster			2	
P.0	Parking				
	Public				
	Visitors/ Public	0	6	10	
	Police Department				
	Communications	3	3	3	
	Chief & Assistant Chief	2	2	2	
	Patrol/Marked	11	12	12	
	Patrol/Unmarked	5	6	6	
	Van	1	1	1	
	Trailers - inside	0	0	0	
	Task Force	1	1	1	
	Motorcycles - inside	2	2	2	
	Confiscated	1	2	2	
	Staff Personal Cars	30	36	39	
	Total Police Department Parking Spaces:	56	65	68	
	TOTAL PARKING SPACES NEEDED	54	69	78	
	Notes:				
	<ul style="list-style-type: none"> * Carport shelter for 8-10 vehicles was suggested by several officers. * Present on-site parking is about 25 spaces though as of July 2015 (3) to (5) spaces were being added at rear of building. The balance of the parking need is met at the Women's Club and public spaces around the center of Town. 				

POLICE DEPARTMENT SPACE NEEDS STUDY
BELMONT, MASSACHUSETTS

SPACE NEEDS SUMMARY

Prgm No.	Space Type Description	Qty	Space Size			Total NASF	Floor		
			Length	Width	NASF		Bsmt.	1st	2nd
			<i>NASF = Net Assignable Square Footage</i>						
1.0	Public & Training Spaces								
* 1.1	Vestibule	1	8	8	64	64		64	
	1.2 Lobby	1	20	30	600	600		600	
	1.3 Public Toilets	2	6	8.5	51	102		102	
* 1.4	Public Interview Room	1	10	12	120	120		120	
* 1.5	Training/Community Room	1	28	44	1,232	1,232		1,232	
* 1.6	Table & Chair Sto. (for Training)	1	10	10	100	100		100	
* 1.7	Training Equipment Storage	1	6	8	48	48		48	
	1.8 Front Desk	1	8	10	80	80		80	
2.0	Communications								
	2.1 Dispatch	1	28	30	840	840		840	
	2.2 Dispatch Supervisor	1	10	12	120	120		120	
	2.3 Toilet	1	10	7	70	70		70	
	2.4 Dispatch Breakroom	1	10	10.5	105	105		105	
	2.5 Radio/Server/Telephone/E911/IT	1	12	20	240	240		240	
3.0	Fitness								
	3.1 Fitness Room	1	30	45	1,350	1,350	1,350		
4.0	Building Maintenance & Supplies								
	4.1 Building Maint. & Supplies	1	8	12	96	96	96		
	4.2 Bldg/Ground Equipment Storage	1	10	8	80	80		80	
5.0	Building Support								
* 5.1	Passenger Elevator	3	9	7	63	189	63	63	63
* 5.2	Elevator Machine Room	1	10	8	80	80	80		
* 5.3	Fan Rooms	1	20	40	800	800			800
	5.4 Boiler Room	1	20	25	500	500	500		
	5.5 Sprinkler/Water Service	1	12	6	72	72	72		
	5.6 Data/Alarm	1	12	10	120	120	120		
	5.7 Electrical Rooms	1	16	10	160	160	160		
	5.8 Emergency Generator Transfer	1	10	8	80	80	80		
	5.9 Janitors Closets	3	5	7	35	105	35	35	35
* 5.10	Trash Room	1	8	8	64	64	64		
6.0	Administration								
	6.1 Waiting Area	1	10	10	106	106			106
	6.2 Administrative Assistant	1	16	12	192	192			192
	6.3 Chief's Office	1	20	13	260	260			260
	6.4 Assistant Chief	1	13	12	156	156			156
	6.5 Records/Traffic	1	20	26	520	520		520	
	6.6 Keeper of Records & Prosecutor	1	12	21	252	252		252	
	6.7 Community Services	1	12	16	192	192		192	
	6.8 Workroom/Office Supply	1	11	9	99	99			99
* 6.9	Conference Room	1	20	12	240	240			240
	6.10 Administrative Toilets	1	7.5	6.5	49	49			78
	6.11 Admin. Toilet w/ Shower	1	7.5	10	75	75			
	6.12 Dead Records Storage	1	15	13	195	195	195		

 = Indicates 2015 update(s)

POLICE DEPARTMENT SPACE NEEDS STUDY
BELMONT, MASSACHUSETTS

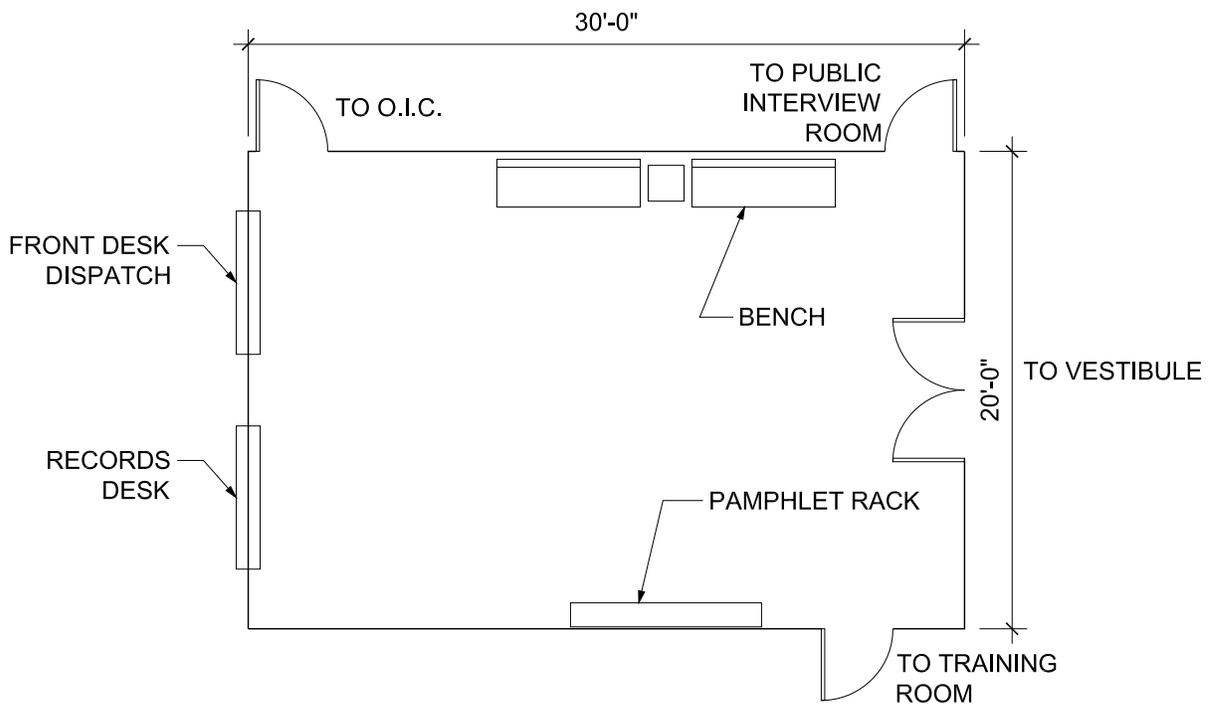
SPACE NEEDS SUMMARY

Prgm No.	Space Type Description	Qty	Space Size			Total NASF	Floor			
			Length	Width	NASF		Bsmt.	1st	2nd	
7.0	Investigations									
7.1	Detectives & Juvenile	1	24	31	744	744			744	
7.2	Lieutenant of Detectives	2	12	10	120	240			240	
7.3	Laboratory	1	10	10	100	100			100	
7.4	Interview	2	8	8	64	128			128	
7.5	Evidence Prep	1	9	10	90	90			90	
7.6	Evidence General	1	14	22	308	308			308	
7.7	Evidence, Drugs	1	12	8	96	96			96	
7.8	Evidence, Guns	1	10	8	80	80			80	
8.0	Patrol									
8.1	Roll Call Room	1	26	16	416	416			416	
8.2	Report Writing Alcove	1	12	10	120	120			120	
* 8.3	Patrol Lieutenants & Sergeants	1	21	23	483	483			483	
8.4	O.I.C.	1	15	12	180	180			180	
8.5	Patrol Captain	1	12	13	156	156			156	
* 8.6	Armory	1	8	9	72	72			72	
8.7	Status Offender	1	10	12	120	120			120	
9.0	Detention									
* 9.1	Vehicle Sallyport	1	16	28	448	448			448	
9.2	Booking	1	15	20	300	300			300	
9.3	Storage Closet	1	2	4	8	8			8	
* 9.4	Matron	1	8	8	64	64			64	
* 9.5	Shower	1	5	10	50	50			50	
* 9.6	Holding	1	8	10	80	80			80	
9.7	Male Cells	4	12	8	96	384			384	
9.8	Female Cells	3	12	8	96	288			288	
9.9	Male Cell (Accessible)	1	12	8	96	96			96	
9.10	Female Cell (Accessible)	1	12	8	96	96			96	
* 9.11	Juvenile Cell (Accessible)	1	12	8	96	96			96	
9.12	Interview (Juvenile status offenders)	1	8	10	80	80			80	
10.0	Support Facilities									
10.1	Break room	1	12	18	216	216			216	
10.2	Staff Toilet Rooms	2	11	12	132	264			264	
10.3	Men's Lockers & Showers	1	24	61	1,464	1,464	1,464			
10.4	Women's Lockers & Showers	1	17	28	476	476	476			
10.5	Recovered Property	1	20	20	400	400			400	
10.6	Motorcycle, Bicycle & Maint Garage	1	28	32	896	896			896	
* 10.7	Evidence Garage	1	16	28	448	448			448	
10.8	Weapons Cleaning	1	10	8	80	80	80			
10.9	Range	1	12	110	1,320	1,320	1,320			
* 10.10	Auxilliary Police Locker Room & Office	1	18	14	252	252	252			
* 10.11	Union Storage Room	2	6	8	48	96	96			
* 10.12	Emergency Generator	1	15	20	300	300	300			
10.13	Uniform Storage	1	8	8	64	64	64			
10.14	Bicycle Storage	1	12	16	192	192	192			
Subtotal (Net Square Footage)						21,544	7,059	10,224	4,215	
Grossing Factor (walls, corridors, chases, etc.) @						39%	8,456	2,771	4,013	1,654
TOTAL SQUARE FOOTAGE						30,000	9,830	14,237	5,869	

* = New Spaces

 = Indicates 2015 update(s)

Adjacency Requirement	Adjacent to Training Room, Public Interview Room, Public Toilets, Records, Communications. Easy but not visible access to administration.
Public Access	High
Security Requirements	Moderate; controlled exit from lobby to the rest of the building. Secure space requires electrical release into adjacent spaces.
Millwork	Large pamphlet rack, wainscoting
Floor	Epoxy terrazzo or durable material
Walls	GWB/Paint
Ceiling	ACT upgrade
Lighting/Electrical	Bright indirect; accent lighting; public phone; CCTV
HVAC/Plumbing	A/C; two level drinking fountain
Special Needs	BRG window at records and communications w/ deal trays and electronic speak thru. Good visibility from dispatch. Bullet resistant walls and doors around this space.
Furniture/ Equipment	Seating for 8; small end tables.

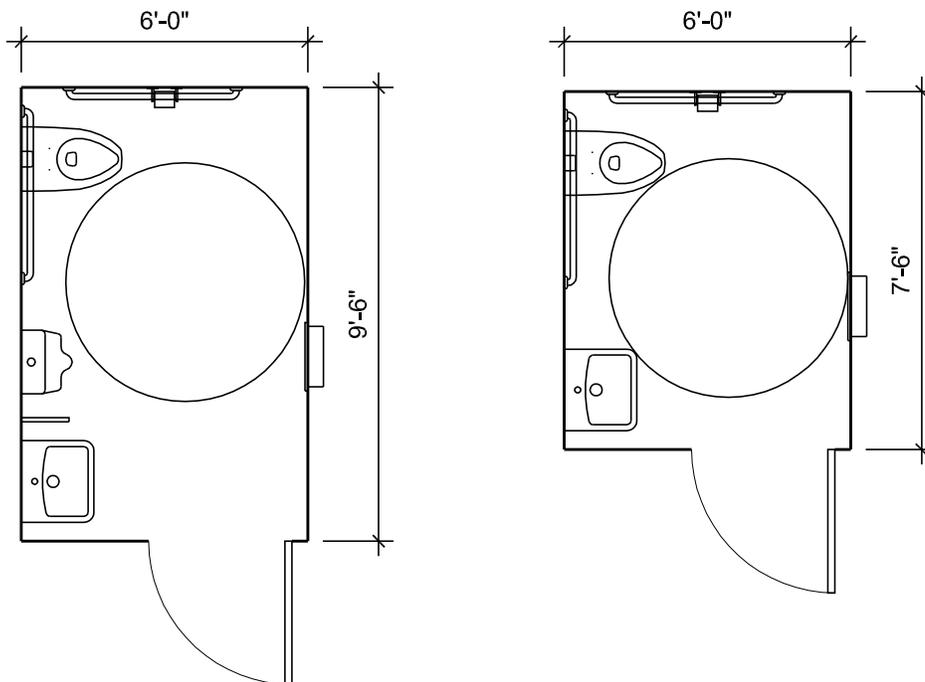


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

1.3 PUBLIC TOILETS

Adjacency Requirement	Public Toilet off of the Public Lobby
Public Access	High
Security Requirements	Privacy
Millwork	
Floor	Ceramic tile
Walls	Ceramic tile wainscot
Ceiling	ACT
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Good exhaust; toilet, urinal and sink @ men's; one toilet and sink for women's.
Special Needs	Handicapped accessible
Furniture/ Equipment	

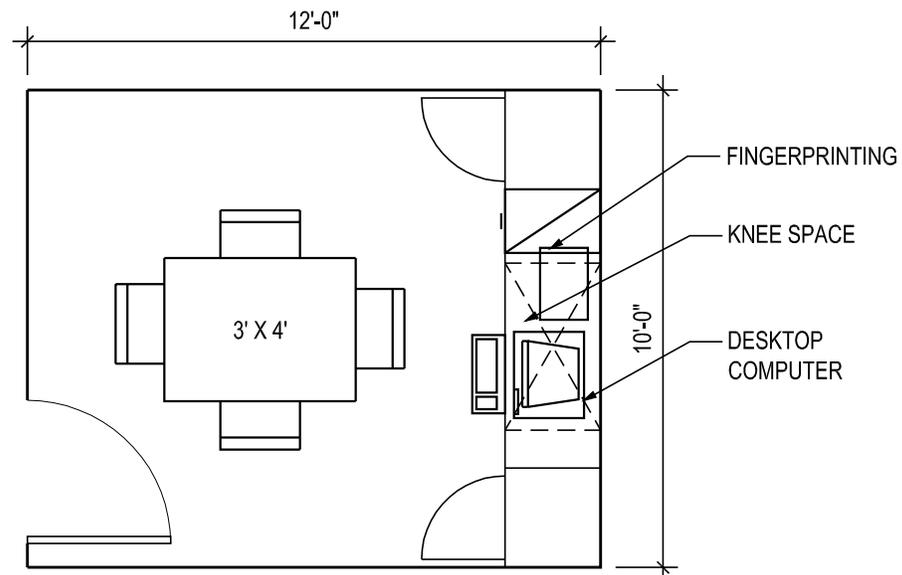


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

1.4 PUBLIC INTERVIEW ROOM

Adjacency Requirement	Access from Lobby
Public Access	High
Security Requirements	Door visible from communications
Millwork	Counter for fingerprinting and photo, storage cabs
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect fluorescent; pleasant, not glaring
HVAC/Plumbing	A/C
Special Needs	Friendly looking, attractive space.
Furniture/ Equipment	3' x 4' table with 4 chairs

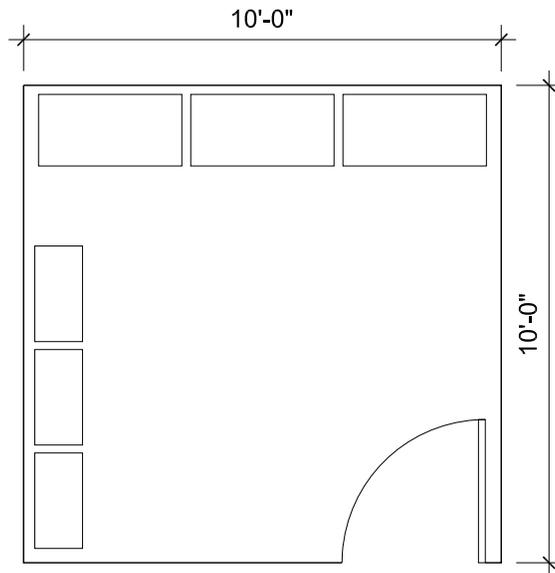


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

1.7 TRAINING EQUIPMENT STORAGE

Adjacency Requirement	Off Training/EOC Room
Public Access	None
Security Requirements	Moderate
Millwork	
Floor	Rubber or linoleum
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	LED / Fluorescent
HVAC/Plumbing	No A/C
Special Needs	
Furniture/ Equipment	18" deep metal shelving for storage of training equipment, technology cart, training mannequins

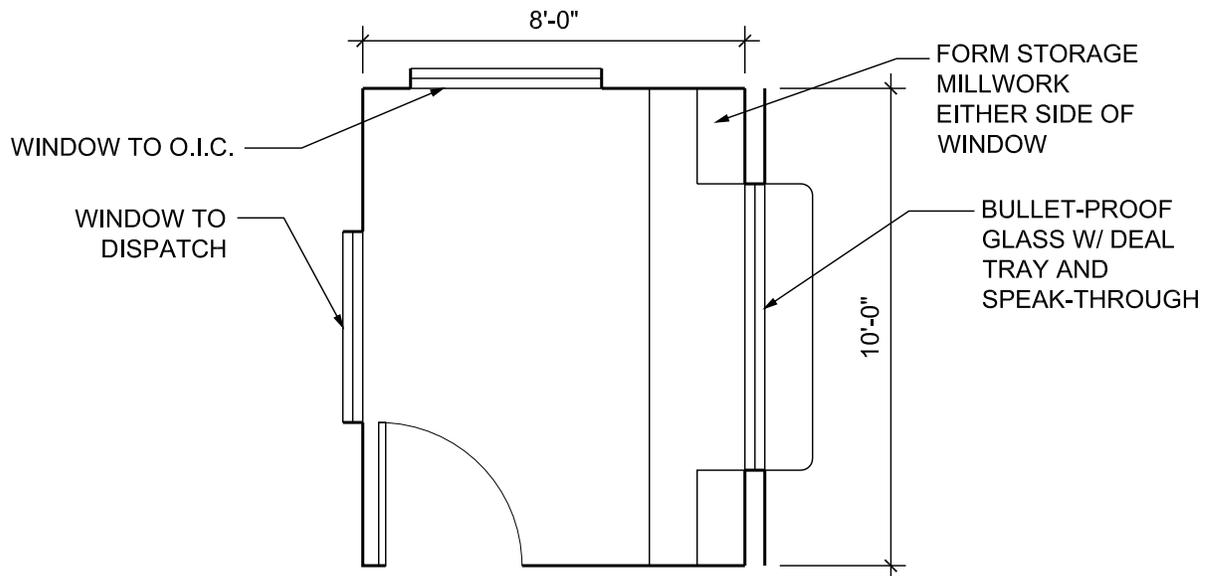


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

1.8 FRONT DESK

Adjacency Requirement	Access from Dispatch and O.I.C.
Public Access	None
Security Requirements	High
Millwork	30" high counter with form storage millwork above counter
Floor	Rubber or Linoleum
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent
HVAC/Plumbing	A/C
Special Needs	Handicapped accessible
Furniture/ Equipment	2 Undercounter file cabinets, desk chair and computer

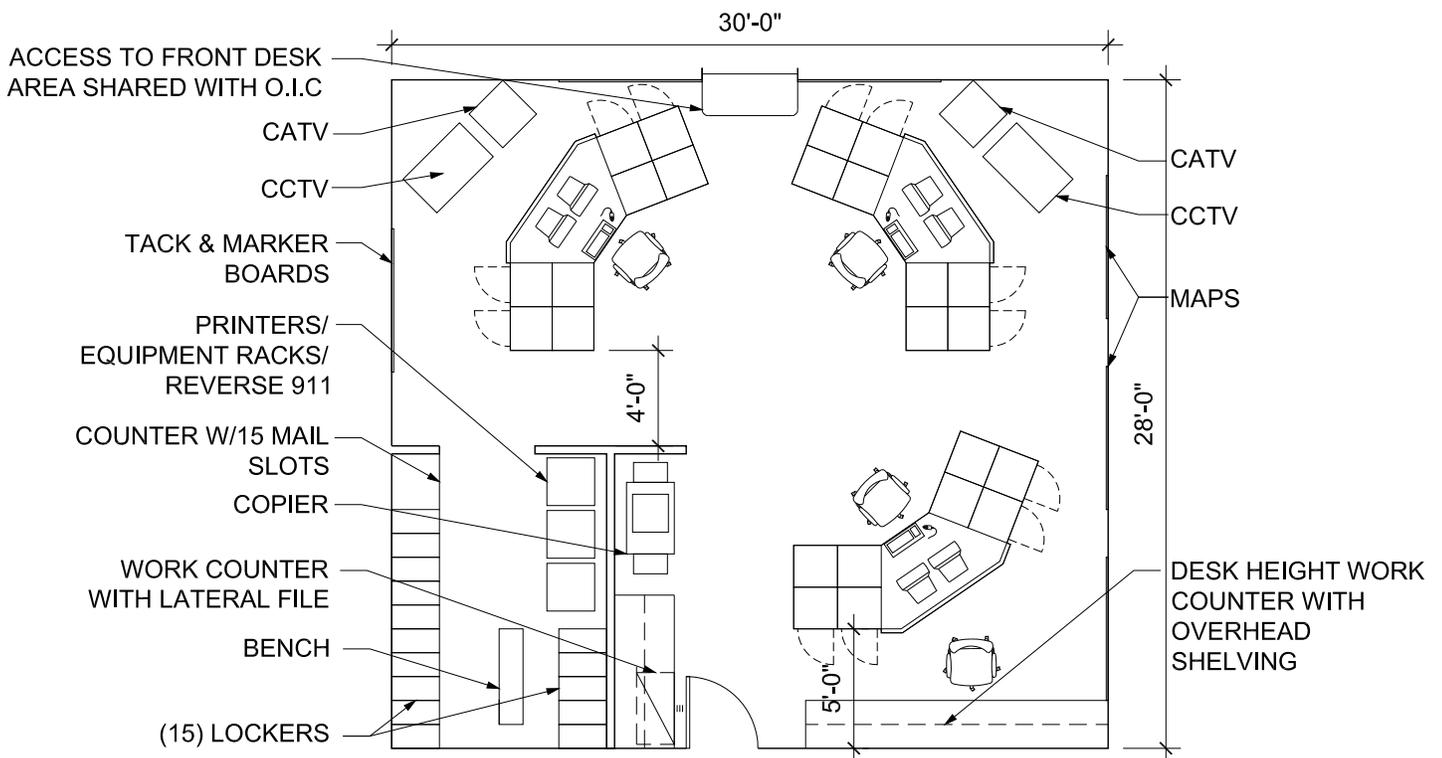


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

2.1 DISPATCH

Adjacency Requirement	Window to Lobby, near Records, visual control over Lobby, centrally located. Dispatchers Toilet and Break Room adjacent. Near E911 Room.
Public Access	None
Security Requirements	Very high
Millwork	Durable transaction counter, fabric covered tack panels, work counter
Floor	Carpet tiles on raised access flooring
Walls	GWB/Paint
Ceiling	ACT w/ high NRC
Lighting/Electrical	Indirect LED, two levels lighting, task lighting, controls for alarm or zetron; CCTV monitors, CATV
HVAC/Plumbing	A/C on emergency generator
Special Needs	15 full height lockers, printers, copier, fax; electric release and intercom for vestibule door and vehicle sallyport. Electric door release for toilet doors off lobby and cell doors. BRG glass. Provide intercom at transaction window. Deal tray.
Furniture/ Equipment	3 dispatch console positions w/ rear access, 3 high-intensity use chairs, 3 pedestal files, 1 backup dispatch console station w/ chair. 40" & 60" TV monitors. Provide UPS and EG systems for all electronic equipment.



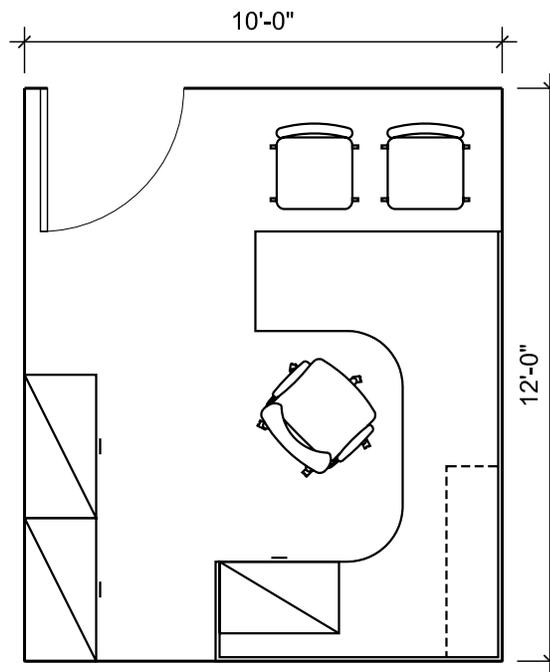
SCALE: 1/8" = 1'-0"

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BELMONT POLICE DEPARTMENT SPACE NEEDS

2.2 DISPATCH SUPERVISOR

Adjacency Requirement	Immediately adjacent to Dispatch
Public Access	Minimal
Security Requirements	High
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect Fluorescent
HVAC/Plumbing	A/C
Special Needs	Window into Dispatch
Furniture/ Equipment	Desk with return, and credenza, two 3-drawer 36" lateral files; overhead storage bins; desk chair, 2 guest chairs

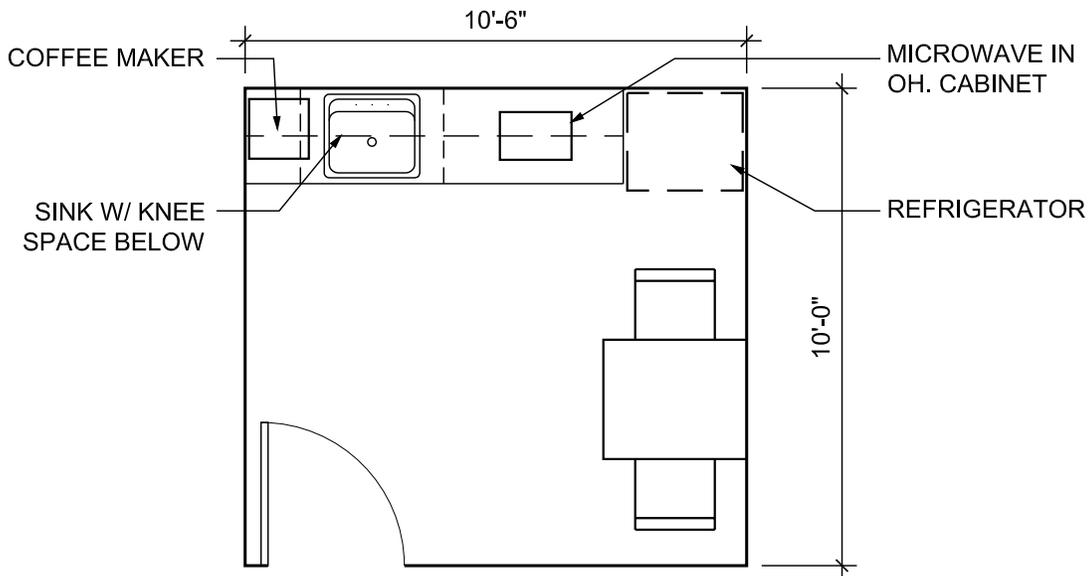


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

2.4 DISPATCH BREAK ROOM

Adjacency Requirement	Next to Dispatch
Public Access	None
Security Requirements	Minimal
Millwork	24" base and wall cabinets above
Floor	Rubber or Linoleum
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent
HVAC/Plumbing	A/C; sink
Special Needs	Handicapped accessible
Furniture/ Equipment	Undercounter refrigerator, microwave, coffee maker

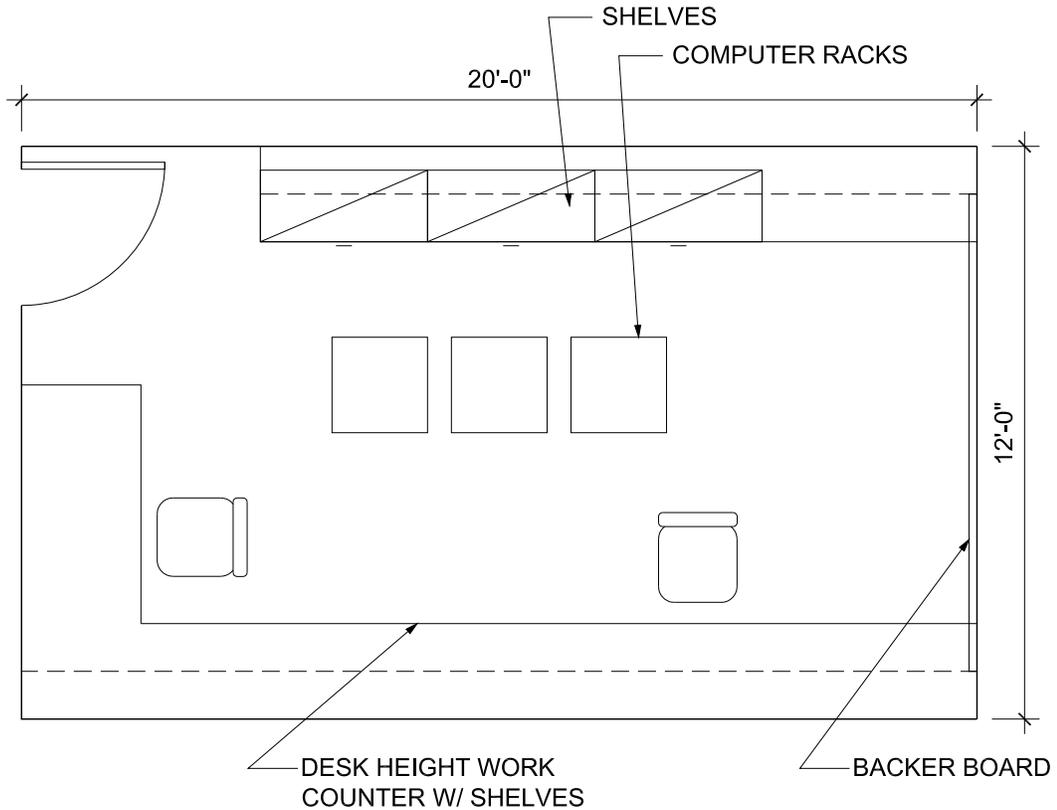


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

2.5 RADIO/ SERVER/ E911/IT/FLEET SERVICES

Adjacency Requirement	Centrally located. Straight conduit across to Dispatch. Good access to Maintenance Garage.
Public Access	None
Security Requirements	High
Millwork	
Floor	Linoleum
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent w/ parabolic reflectors
HVAC/Plumbing	Good A/C for equipment
Special Needs	
Furniture/ Equipment	Computer racks, telephone and radio equipment. Work counter w/ 2 chairs. 3 - 36" 3 drawer file cabinets. 12" deep shelves. 5' map printer, UPS, printer

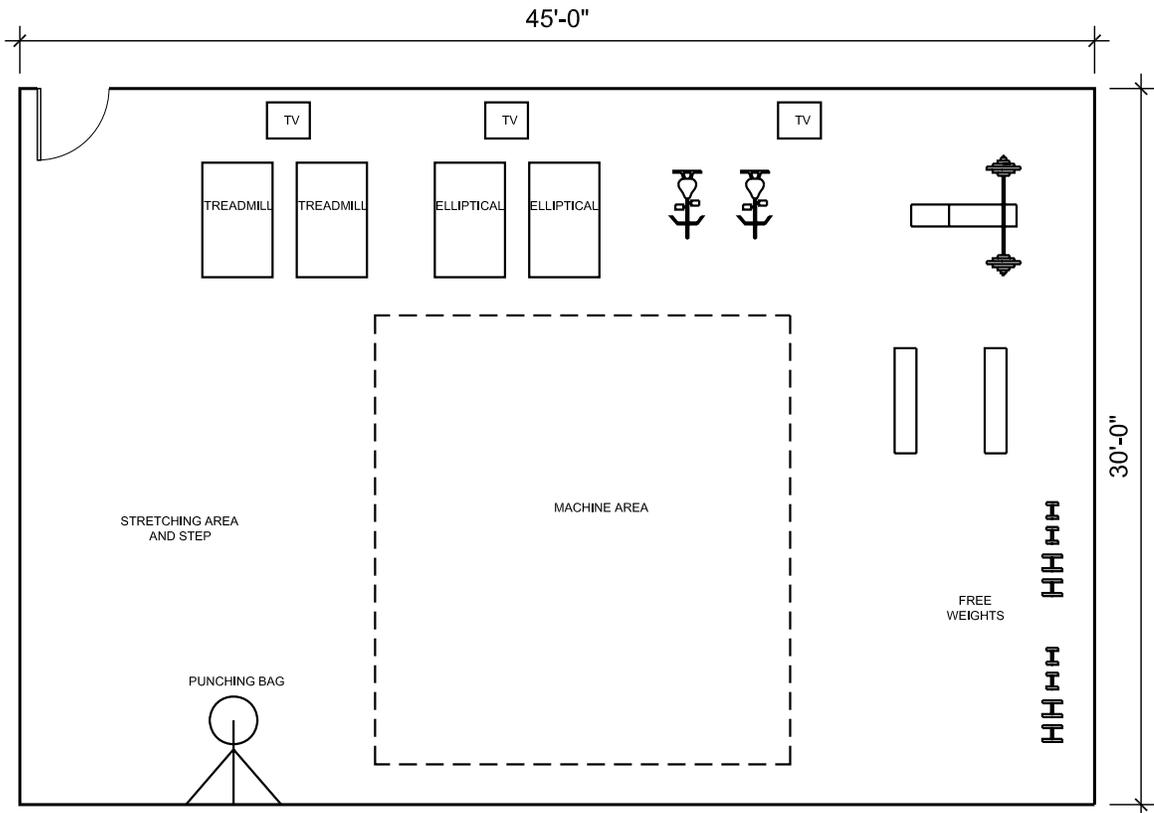


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

3.1 FITNESS

Adjacency Requirement	Adjacent to Locker Room
Public Access	None
Security Requirements	None
Millwork	
Floor	Interlocking rubber exercise mats
Walls	GWB/Paint
Ceiling	ACT grid w/ no tile. 10' min. ceiling height for treadmills/stair climbers
Lighting/Electrical	Fluorescent
HVAC/Plumbing	A/C; good ventilation
Special Needs	Continuous mirrors along one wall; strengthen floor for use of free weights. Present site is 1400 sf
Furniture/ Equipment	Provide space for all existing equipment.

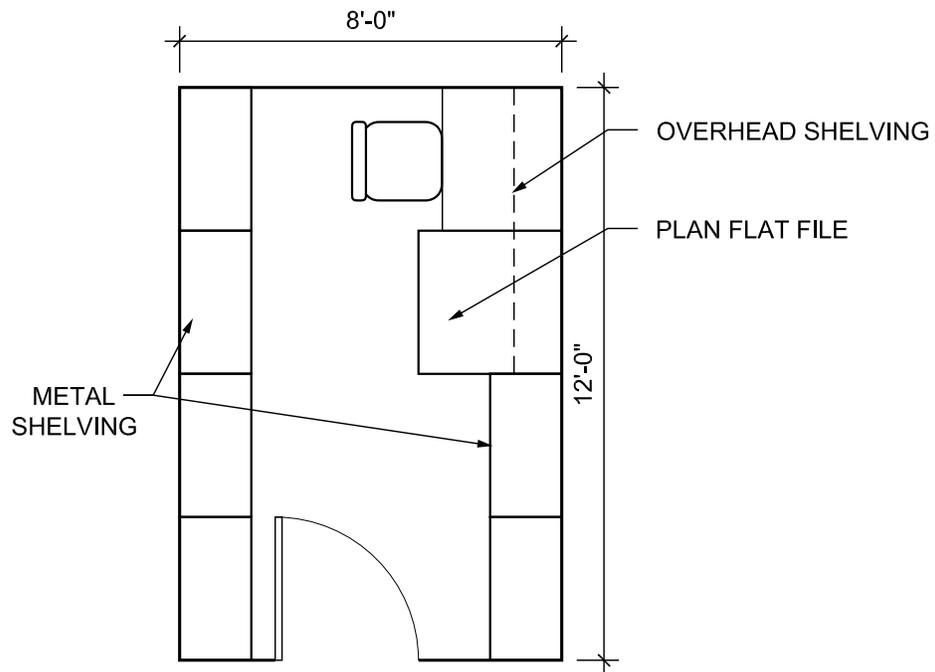


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

4.1 BUILDING MAINTENANCE SUPPLIES

Adjacency Requirement	Centrally located
Public Access	None
Security Requirements	Low
Millwork	
Floor	Linoleum
Walls	GWB/Painted
Ceiling	ACT
Lighting/Electrical	Fluorescent
HVAC/Plumbing	A/C
Special Needs	ATC computer and modem
Furniture/ Equipment	18" deep x 36" metal shelving on 2 walls. Desk w/ chair, plan flat files.

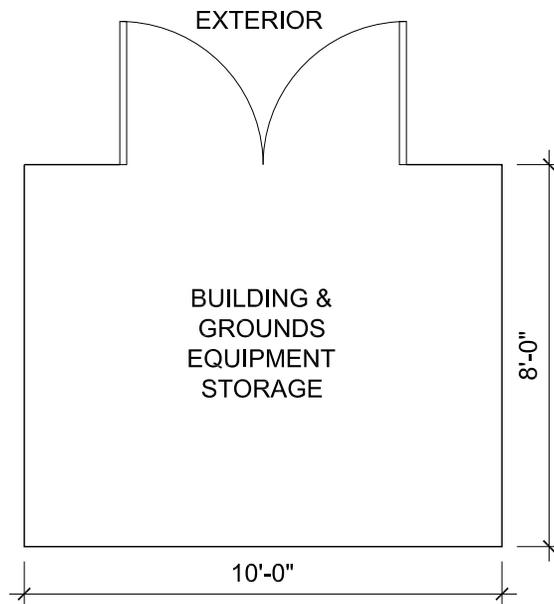


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

4.2 BUILDING/GROUNDS, EQUIPMENT STORAGE

Adjacency Requirement	First Floor; direct access to exterior
Public Access	None
Security Requirements	Low
Millwork	
Floor	Concrete with hardener
Walls	CMU w/ painted finish
Ceiling	Painted, 2 layers 5/8" type X drywall
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Heat, no AC, good ventilation
Special Needs	Storage for snowblower, shovels, lawn mower, weed whacker , gasoline & oil storage; pair of exterior doors
Furniture/ Equipment	

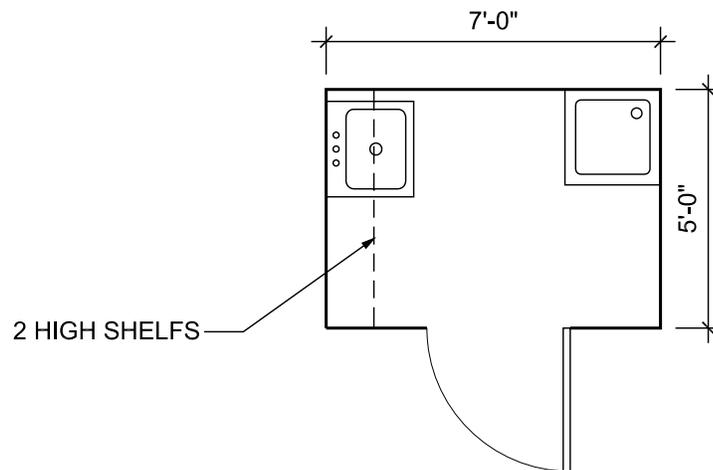


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

5.9 JANITOR'S CLOSET

Adjacency Requirement	One each floor
Public Access	None
Security Requirements	Moderate
Millwork	
Floor	Concrete with hardener
Walls	GWB/Paint
Ceiling	Exposed structure, painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Good ventilation. Mop sink on floor and 2'x2' wash sink
Special Needs	Space for rooling barrel, mop bucket, broom & floor polishing machine
Furniture/ Equipment	3 shelves 1'-0" deep on one wall

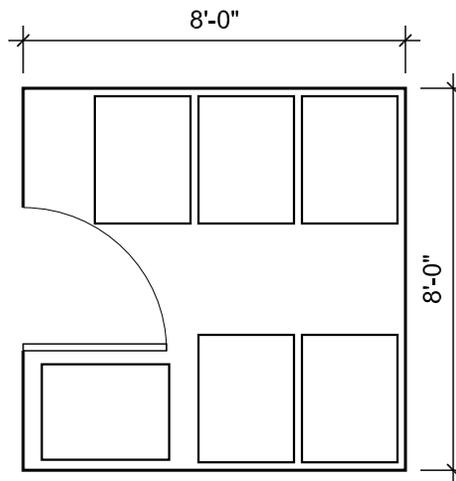


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

5.10 TRASH ROOM

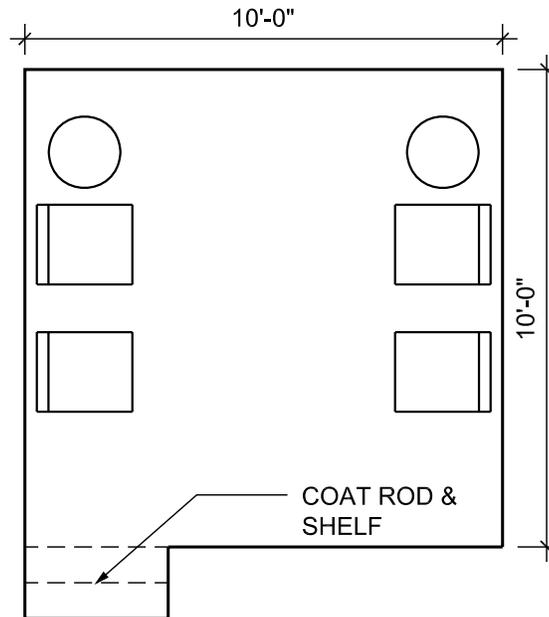
Adjacency Requirement	Near elevator & rear door for trash pickup
Public Access	None
Security Requirements	Low
Millwork	
Floor	Concrete with hardener
Walls	CMU/Paint
Ceiling	Exposed structure, painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Heat, good ventilation, floor drain, H&C water tap.
Special Needs	
Furniture/ Equipment	Space for 6 rolling bins



BELMONT POLICE DEPARTMENT SPACE NEEDS

6.1 ADMINISTRATIVE WAITING AREA

Adjacency Requirement	Adjacent to administrative assistant; easy access to public lobby
Public Access	High
Security Requirements	Low
Millwork	Coat rod and shelf
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect fluorescent
HVAC/Plumbing	A/C
Special Needs	Coat recess
Furniture/ Equipment	4 chairs, 2 magazine tables

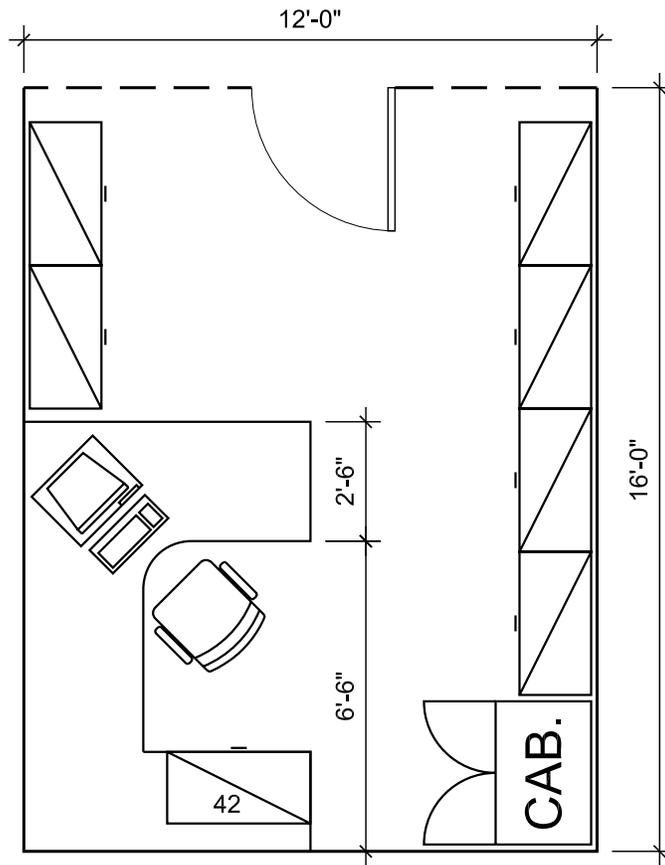


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.2 ADMINISTRATIVE ASSISTANT

Adjacency Requirement	Adjacent to Chief and Workroom
Public Access	Moderate
Security Requirements	High
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect Fluorescent
HVAC/Plumbing	A/C
Special Needs	Glass wall to waiting area.
Furniture/ Equipment	Desk with return, 42" 2-drawer lateral file, 36" cabinet, overhead storage bins, desk chair, 6 4-dwr lateral files. 20 LF of shelving. Computer, printer and typewriter.

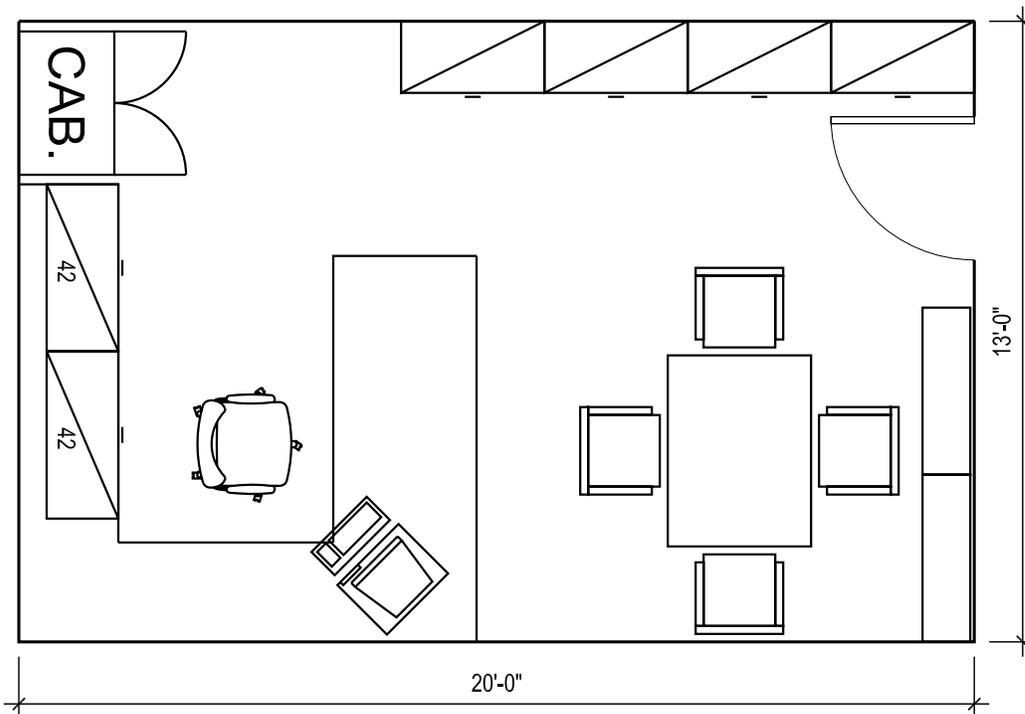


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.3 POLICE CHIEF'S OFFICE

Adjacency Requirement	Next to Assistant Chief. Near to Administrative Assistant & Conference Room
Public Access	Moderate
Security Requirements	Moderate, controlled
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect Fluorescent; CATV
HVAC/Plumbing	A/C
Special Needs	
Furniture/ Equipment	Desk with return, and credenza w/ four 36" 3-drawer lateral files w/ shelving above; 36" coat cabinet; overhead storage bins; desk chair, four guest chairs & 3'x4' table, two bookcases. Printer, TV & VCR.

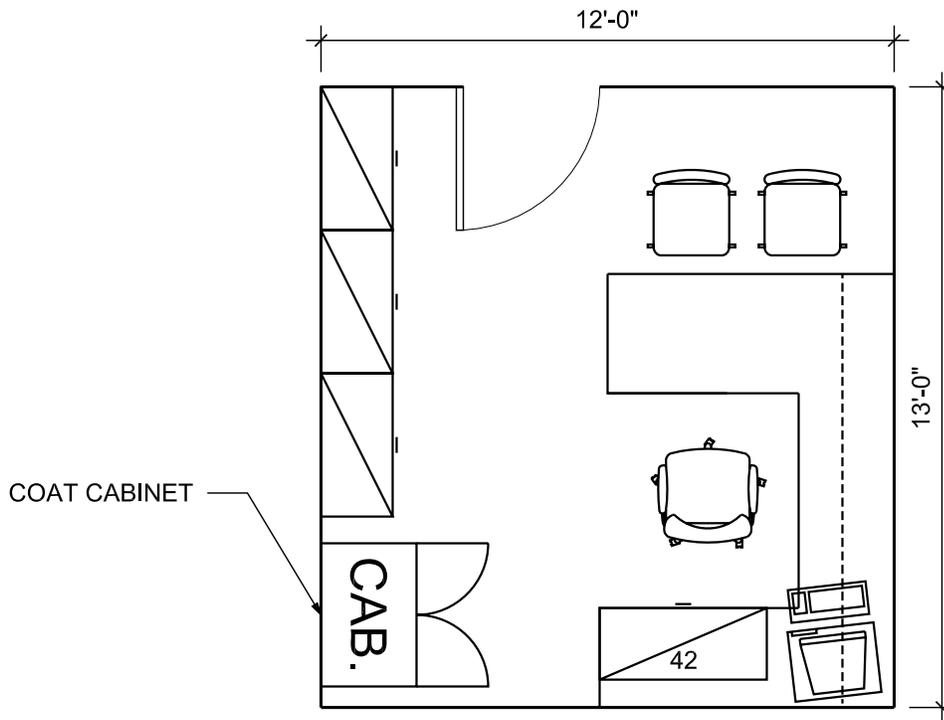


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.4 ASSISTANT CHIEF

Adjacency Requirement	Adjacent to Administrative Assistant; near Chief and Conference Room
Public Access	Minimal
Security Requirements	Moderate, controlled
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent w/ parabolic reflectors; CATV
HVAC/Plumbing	A/C
Special Needs	
Furniture/ Equipment	Desk with return, and credenza w/ 42" 2-drawer lateral file; 3- 36" 3 drawer lateral file cabinets with shelving above, 36" coat cabinet; overhead storage bins; desk chair, two guest chairs, printer.

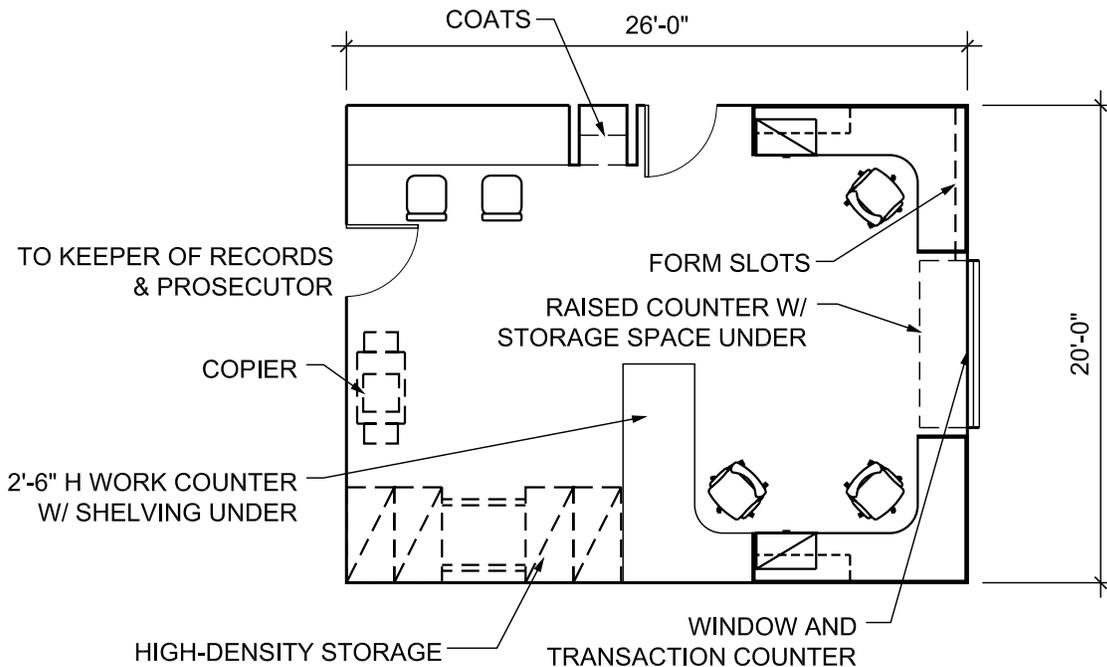


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.5 RECORDS / TRAFFIC

Adjacency Requirement	Adjacent to lobby; direct access to keeper of records and prosecutor. Near to dispatch & O.I.C.
Public Access	High
Security Requirements	High
Millwork	Durable transaction counter
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect Fluorescent
HVAC/Plumbing	A/C
Special Needs	BRG with deal tray and electronic speak thru. Strengthen floor for high-density mobile shelving.
Furniture/ Equipment	3- workstations & desk chairs each w/ 2 drawer files; form slots; work counter w/ 2 desk chairs; copier, high-density mobile shelving equivalent to 8 4-drawer lateral files. Shreader, printer, coffee machine & supplies, map printer, fax, typewriter, & laminator.

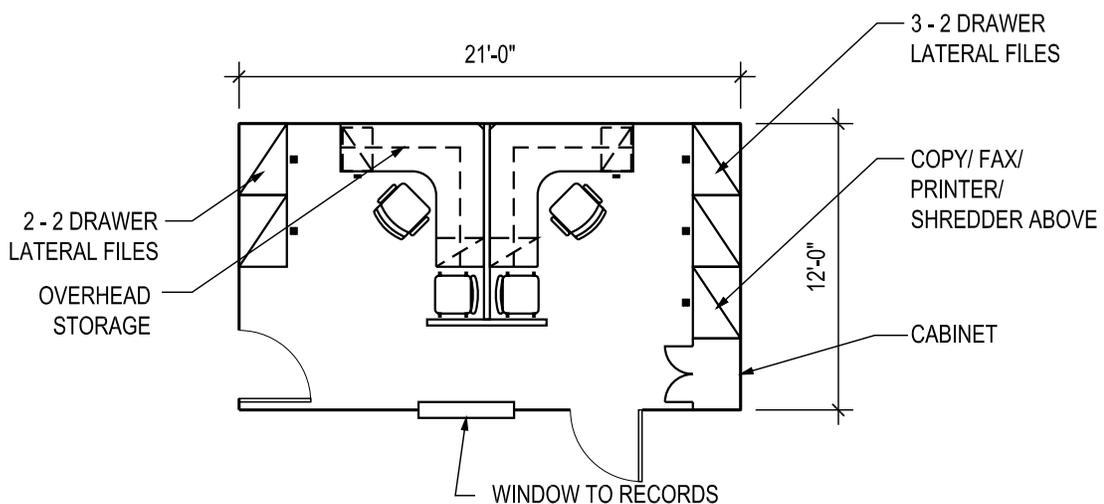


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.6 KEEPER OF RECORDS & PROSECUTOR

Adjacency Requirement	Next to Records. Direct access and window to Records. Near Evidence. Good access to Detectives
Public Access	None
Security Requirements	High
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect fluorescent, CATV
HVAC/Plumbing	A/C
Special Needs	Radio monitor. Tackboard
Furniture/ Equipment	2 each: Desk with return, desk chair, guest chair, overhead storage bins, and two 2-drawer file cabinets. Also 5 - 36" 2-drawer lateral files. TV w/ VCR. 30" wide steel cabinet.

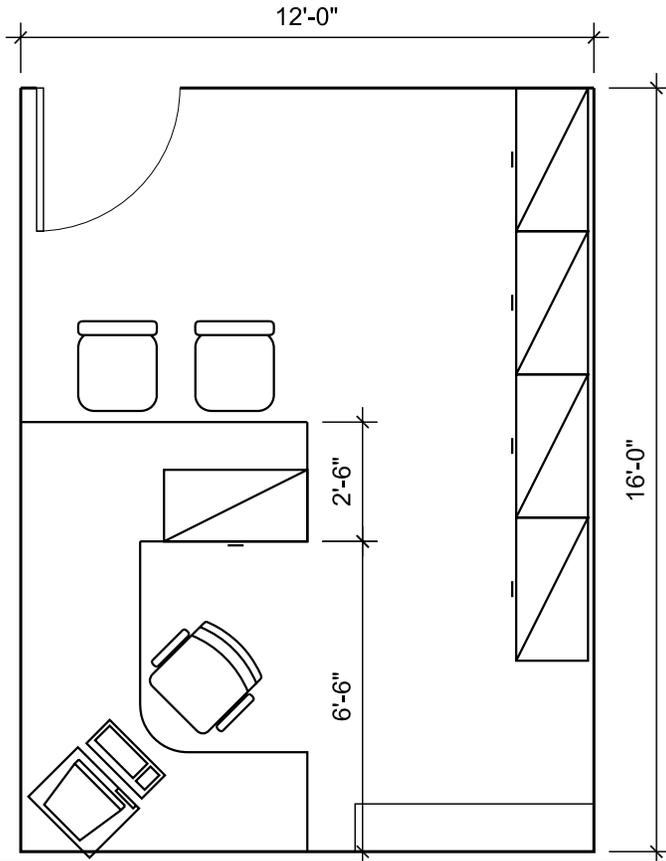


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.7 COMMUNITY SERVICES

Adjacency Requirement	Near Lobby but easily accessible to the rest of the department.
Public Access	Moderate
Security Requirements	High
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect Fluorescent
HVAC/Plumbing	A/C
Special Needs	
Furniture/ Equipment	Desk with return, 42" 2-drawer lateral file, overhead storage bins, desk chair and two guest chairs. Four 4-dwr lateral files. 50 LF of shelving. Computer and printer.

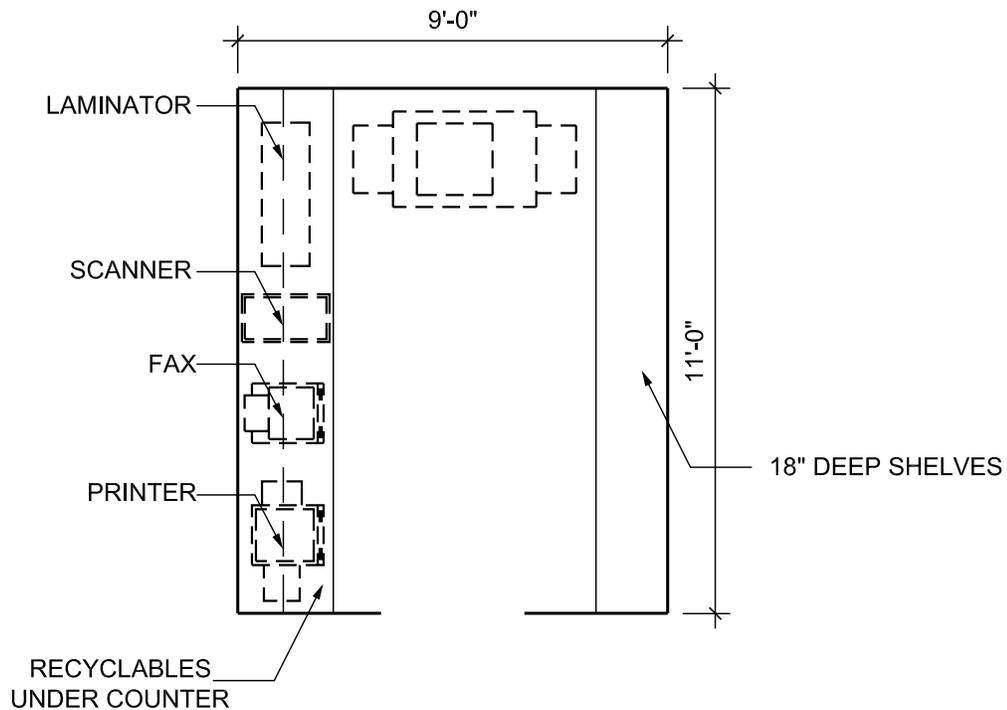


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.8 WORKROOM/OFFICE SUPPLIES

Adjacency Requirement	Adjacent to Records; reasonable access by Administrative Assistant
Public Access	None
Security Requirements	Moderate
Millwork	24" base and shelving above
Floor	Rubber or Linoleum
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent w/ parabolic reflectors
HVAC/Plumbing	A/C
Special Needs	
Furniture/ Equipment	Printer, copier, fax, scanner, laminator

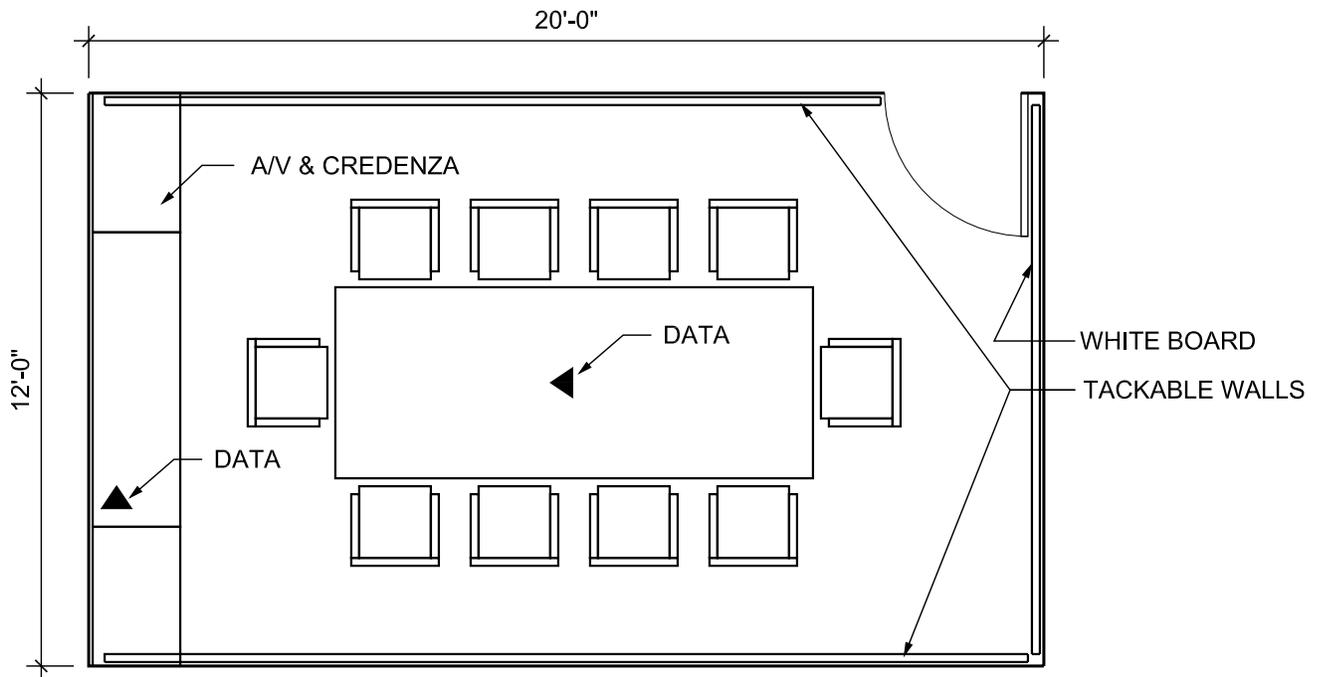


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.9 CONFERENCE ROOM

Adjacency Requirement	Near administrative offices; next to Chief
Public Access	Controlled, but easy access for visitors
Security Requirements	Low
Millwork	Fabric covered tack boards along two walls, full length marker board; wall protection
Floor	High end carpeting
Walls	GWB/Paint
Ceiling	ACT/GWB, upgrade
Lighting/Electrical	Indirect Fluorescent, dimmers, possible pendant fixtures
HVAC/Plumbing	A/C
Special Needs	
Furniture/ Equipment	3' x 10' table w/ 10 chairs; credenza, A/V cabinet

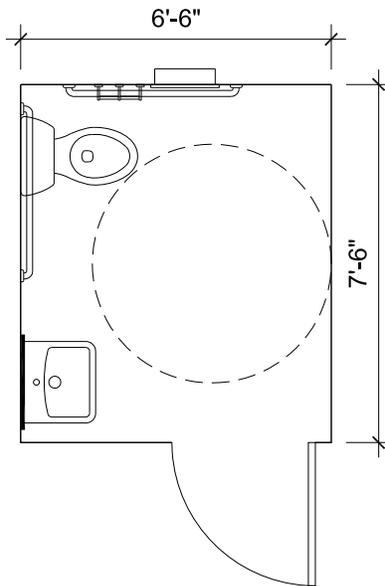


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.10 ADMINISTRATIVE TOILET

Adjacency Requirement	Adjacent to clerk and assistant; near administrative lobby
Public Access	Low
Security Requirements	Privacy
Millwork	
Floor	Ceramic Tile
Walls	GWB/Paint; Ceramic Tile Wainscot
Ceiling	GWB/Paint
Lighting/Electrical	Fluorescent
HVAC/Plumbing	No A/C; good exhaust; toilet and sink
Special Needs	Handicap Accessible
Furniture/ Equipment	

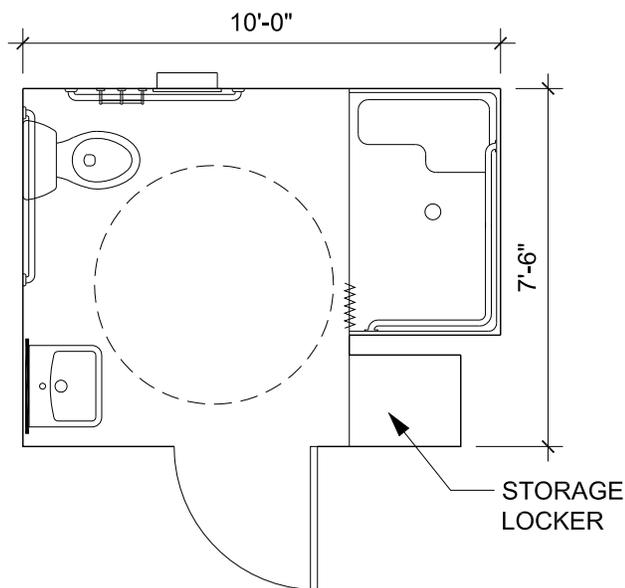


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.11 ADMINISTRATIVE TOILET W/ SHOWER

Adjacency Requirement	Adjacent to clerk and assistant; near administrative lobby
Public Access	Low
Security Requirements	Privacy
Millwork	Storage Locker w/ shelving
Floor	Ceramic Tile
Walls	GWB/Paint; Ceramic Tile Wainscot
Ceiling	GWB/Paint
Lighting/Electrical	Fluorescent / LED, recessed wet location unit for shower
HVAC/Plumbing	No A/C; good exhaust; toilet, sink, shower
Special Needs	Fully Accessible Design
Furniture/ Equipment	



SCALE: 1/4" = 1'-0"

Donham & Sweeney

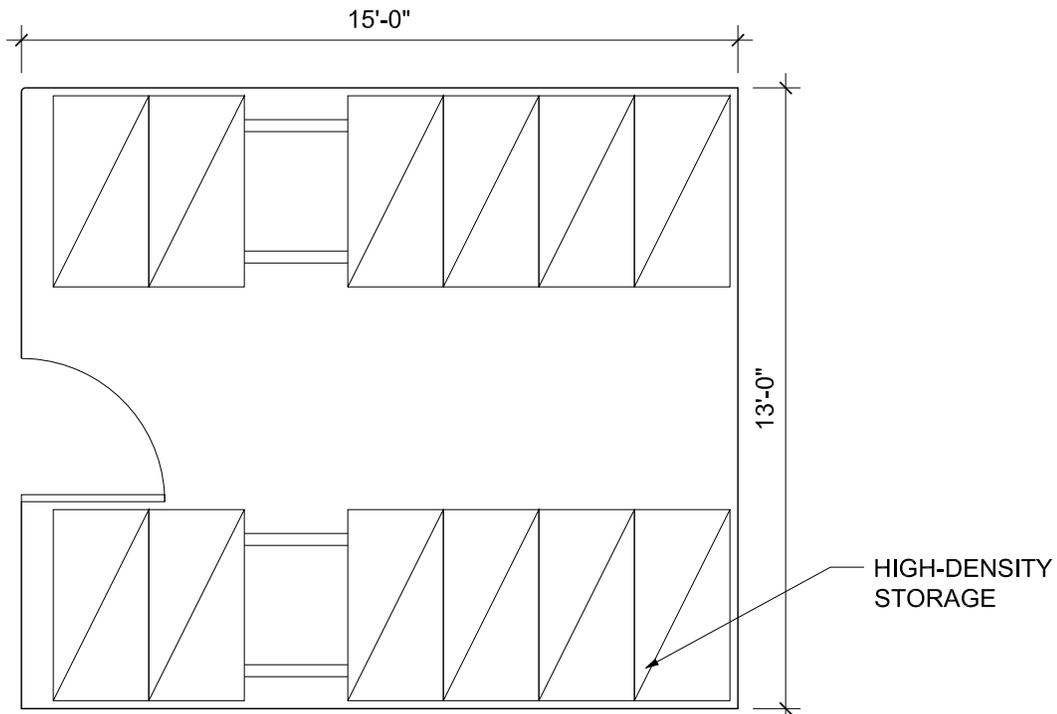
ARCHITECTS

68 Harrison Avenue 4 Head Tide Church Rd.
Boston MA 02111 Post Office Box 265
617 423 1400 Alna ME 04535
donhamandsweeney.com 207 586 6000

BELMONT POLICE DEPARTMENT SPACE NEEDS

6.12 DEAD RECORDS STORAGE

Adjacency Requirement	None
Public Access	None
Security Requirements	High
Millwork	
Floor	Rubber or Linoleum
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent
HVAC/Plumbing	No A/C; ventilation
Special Needs	
Furniture/ Equipment	High density storage



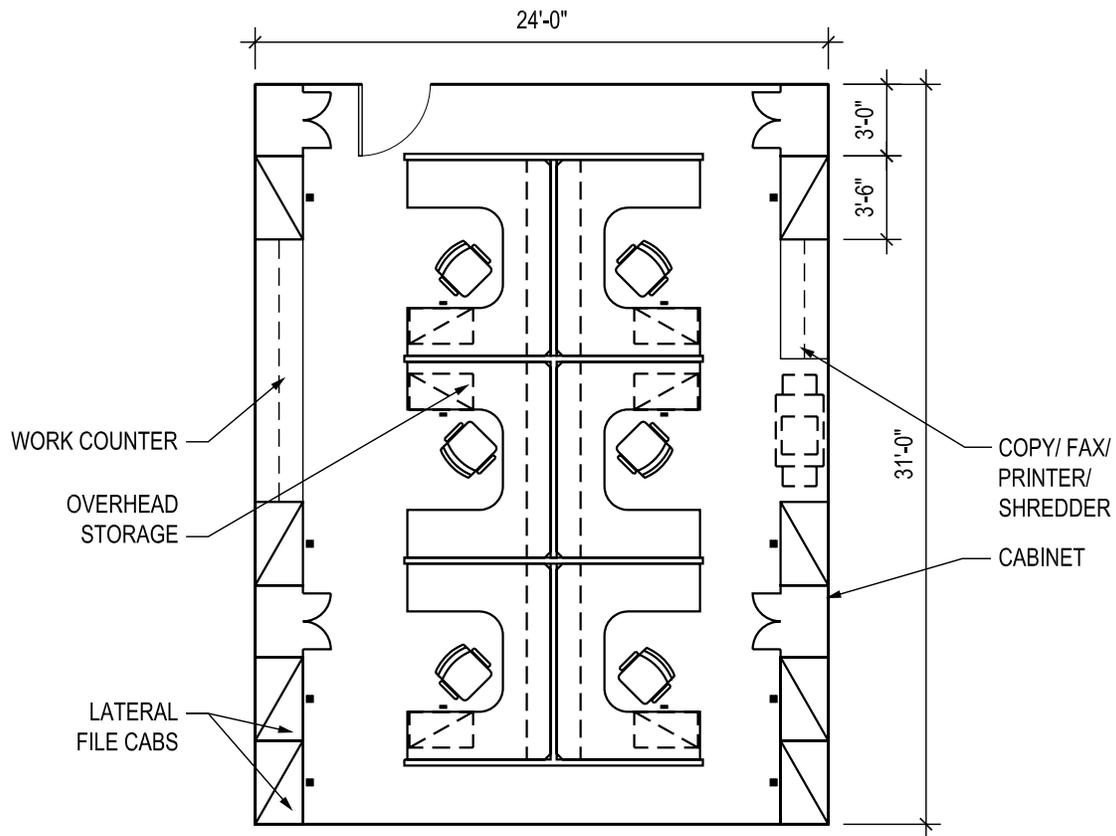
SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

7.1 DETECTIVES & JUVENILE

(6 person office)

Adjacency Requirement	Near Evidence. Next to Sergeant of Detectives and Interview.
Public Access	Minimal
Security Requirements	high
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect Fluorescent; CATV
HVAC/Plumbing	A/C
Special Needs	Discrete rear exit/entrance
Furniture/ Equipment	Work counter for copy, fax, and printer. Each person shall have a desk w/ return, 2-dwr lateral file, desk chair, 10lf overhead shelving, and shredder. Cabinets for laptops, tapes, radios, flashlights, binoculars, etc. TV w/ VCR. Eight - 3 drawer lateral file cabinets. Four 24" x 24" property lockers for evidence.

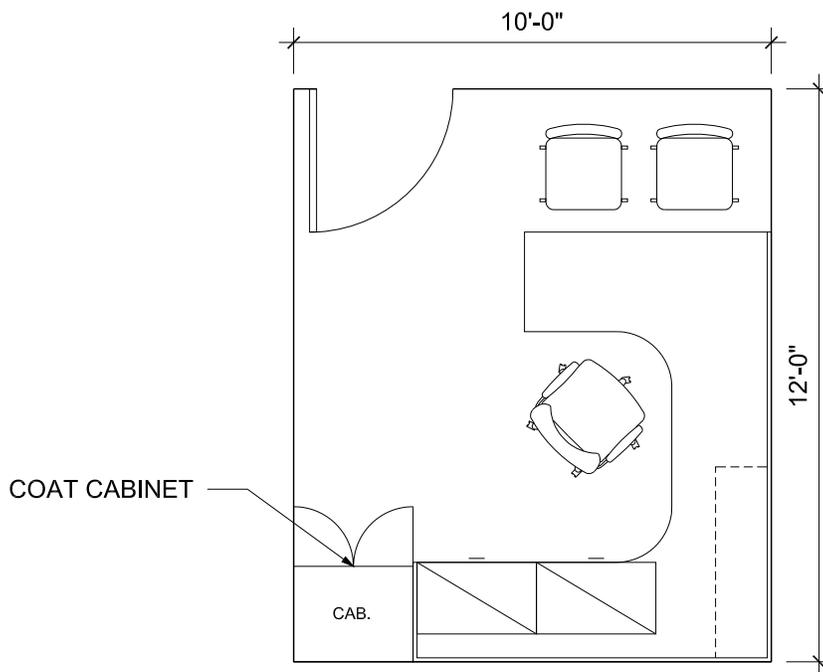


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

7.2 LIEUTENANT OF DETECTIVES OFFICE

Adjacency Requirement	Lieutenant adjacent to Detectives
Public Access	Minimal
Security Requirements	High
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect Fluorescent
HVAC/Plumbing	A/C
Special Needs	
Furniture/ Equipment	Desk with return, and credenza w/ two 2-drawer lateral files; 30" coat cabinet; overhead storage bins; desk chair, two guest chairs

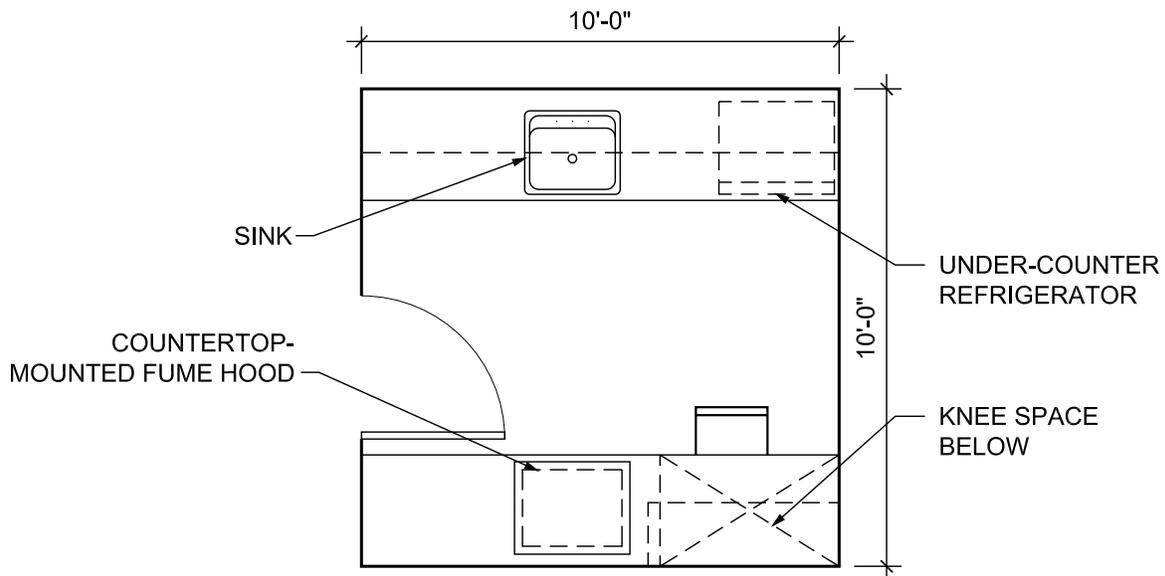


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

7.3 LABORATORY

Adjacency Requirement	Adjacent to Detectives and near Evidence Processing
Public Access	None
Security Requirements	High
Millwork	24" base and wall cabinets above, lab counter
Floor	Chemical resistant seamless epoxy
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent
HVAC/Plumbing	A/C; sink; special exhaust; fume hood
Special Needs	Handicapped accessible
Furniture/ Equipment	Undercounter refrigerator, countertop fume hood

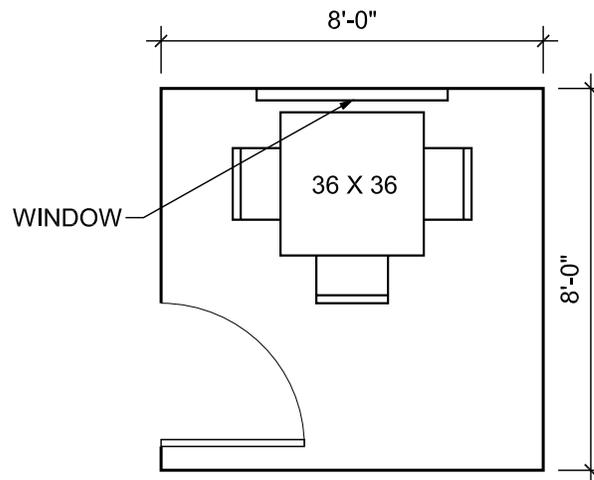


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

7.4 INTERVIEW ROOM

Adjacency Requirement	Adjacent to detectives
Public Access	Limited
Security Requirements	Moderate
Millwork	
Floor	Rubber or linoleum
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	2-level direct/indirect; A/V capacity
HVAC/Plumbing	A/C
Special Needs	One-way glass; no exterior windows; plain room. Video and audio recording system.
Furniture/ Equipment	3 chairs, 3'x3' table

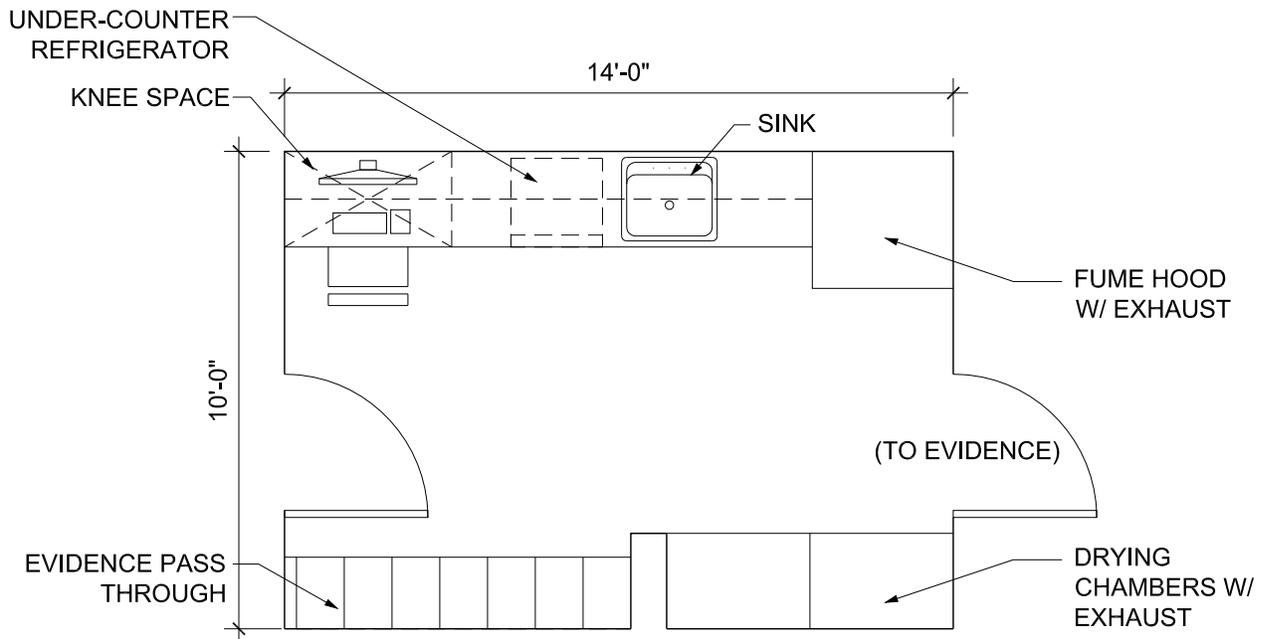


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

7.5 EVIDENCE PROCESSING

Adjacency Requirement	Next to Evidence & Detectives. Good access to booking. Access to evidence, guns and drugs thru this space.
Public Access	None
Security Requirements	Very high.
Millwork	24" base and wall cabinets above; counter with slots above for forms
Floor	Linoleum
Walls	GWB/Paint w/ security liner
Ceiling	2 layers GWB
Lighting/Electrical	Indirect fluorescent, LED; data port
HVAC/Plumbing	A/C; sink
Special Needs	Handicapped accessible
Furniture/ Equipment	Lockable Refrigerator; Three tiers of through-wall evidence lockers of various sizes accessed from both sides, stool

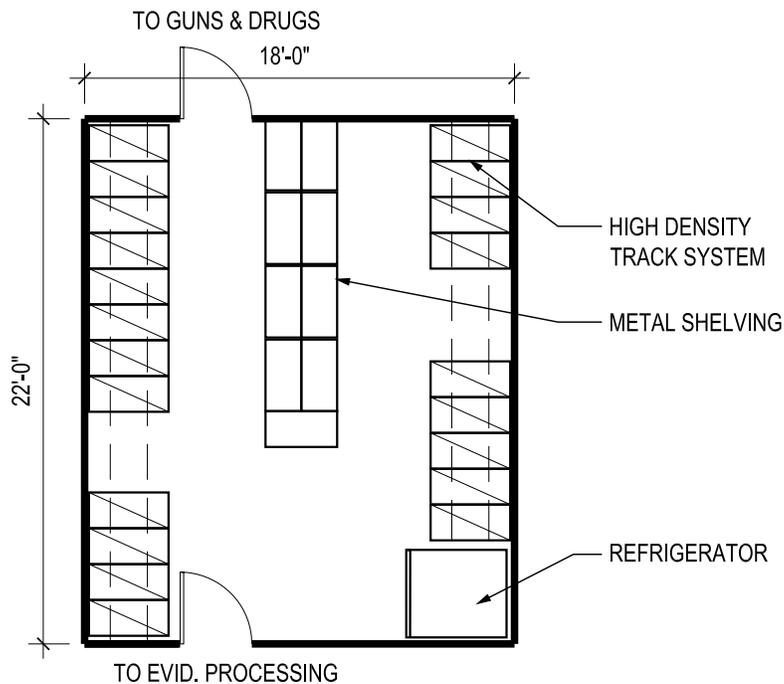


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

7.6 EVIDENCE, GENERAL

Adjacency Requirement	Adjacent to Detectives; Access thru Evidence prep room.
Public Access	None.
Security Requirements	Only accessible thru Evidence prep room.
Millwork	
Floor	Concrete with hardener
Walls	GWB/Paint w/ security liner
Ceiling	2 layers GWB/ painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Ventilation
Special Needs	Space to be alarmed and have card key access with computerized recording devices.
Furniture/ Equipment	Steel shelving with storage bins or baskets and slots for envelopes. Refrigerator, 2 - 36" secure lockers for gun storage. Refrigerator.

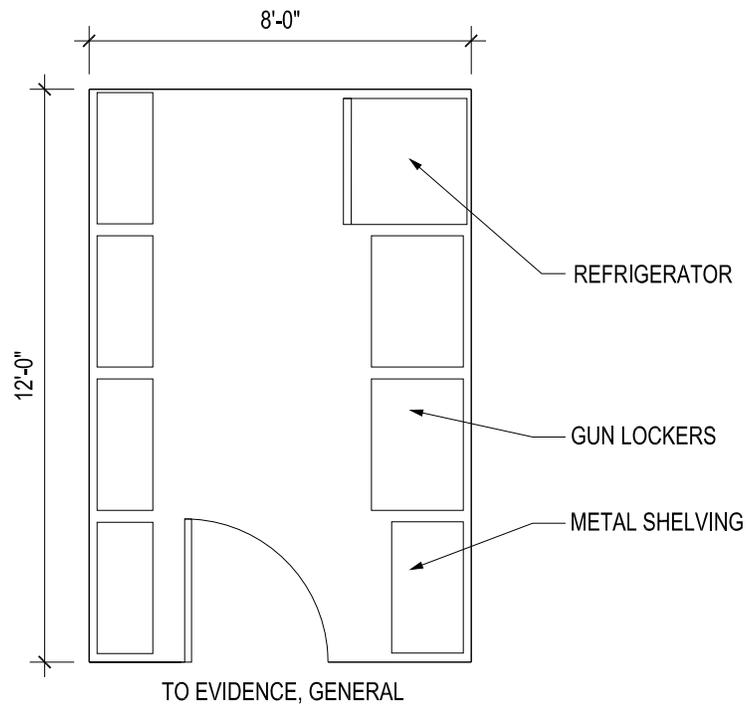


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

7.7 EVIDENCE, GUNS & DRUGS

Adjacency Requirement	Access from General Evidence Room
Public Access	None
Security Requirements	Very high; Only accessible through General Evidence Room
Millwork	
Floor	Concrete with hardener
Walls	CMU or GWB with security liner
Ceiling	2 layers GWB
Lighting/Electrical	Fluorescent
HVAC/Plumbing	A/C; good ventilation
Special Needs	Space to be alarmed and have card key access with computerized recording device.
Furniture/ Equipment	18" steel shelving with storage bins and slots for envelopes. Small refrigerator.

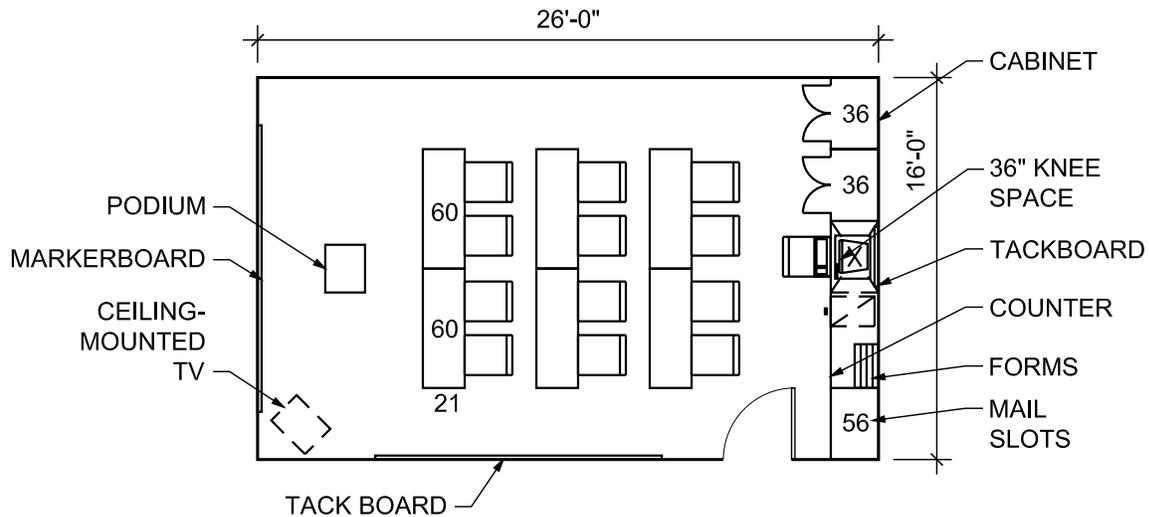


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

8.1 ROLL CALL ROOM

Adjacency Requirement	Near Officer's entrance, Lieutenants and Sergeant's Office
Public Access	None
Security Requirements	High
Millwork	24" deep base and wall cabinets, 56 mail slots, form storage, marker board, tack board
Floor	Rubber or linoleum
Walls	GWB, painted
Ceiling	ACT
Lighting/Electrical	Indirect fluorescent; CATV, A/V
HVAC/Plumbing	A/C
Special Needs	Overhead digital projector and ceiling mounted motorized projection screen. Large tack & marker boards
Furniture/ Equipment	PC and pedestal file, space for 10 battery chargers, desk chair; 20" training tables w/ seating for 12; Podium

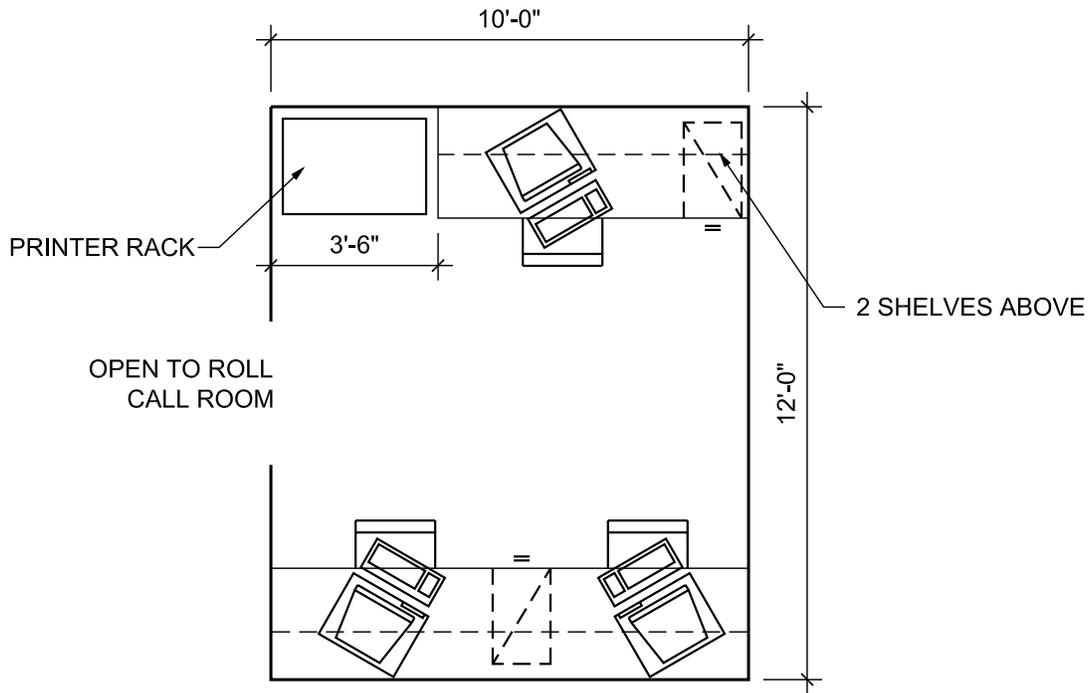


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

8.2 REPORT WRITING

Adjacency Requirement	Next to Roll Call & Lieutenants
Public Access	None
Security Requirements	High
Millwork	Counters for computers w/ shelf above for binders, software, etc.
Floor	Rubber or linoleum
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect fluorescent
HVAC/Plumbing	A/C
Special Needs	
Furniture/ Equipment	3 task chairs, rack for 3 printers, 2 pedestal files, overhead shelving.

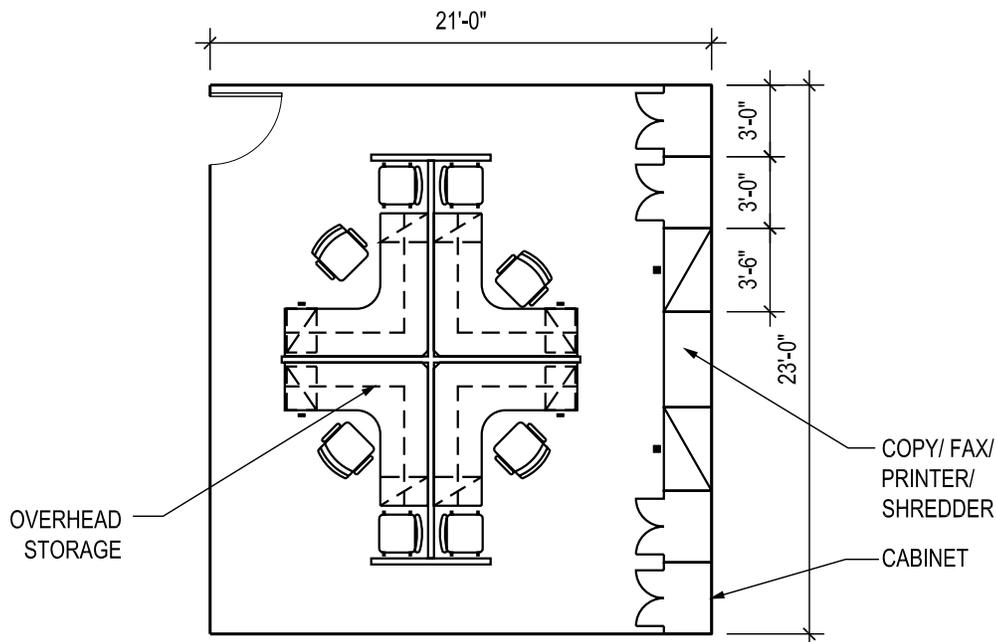


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

8.3 PATROL LIEUTENANTS & SERGEANTS

Adjacency Requirement	Next to the Roll Call room.
Public Access	None
Security Requirements	Moderate
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Indirect fluorescent, CATV
HVAC/Plumbing	A/C
Special Needs	Tack and marker boards.
Furniture/ Equipment	4 each: Desk with return, desk chair, guest chair, overhead storage bins, and two 2-drawer file cabinets. Also two 42" 4-drawer lateral files. Radio monitor. Car key cabinet. Four lockable cabinets. Ceiling mounted TV.

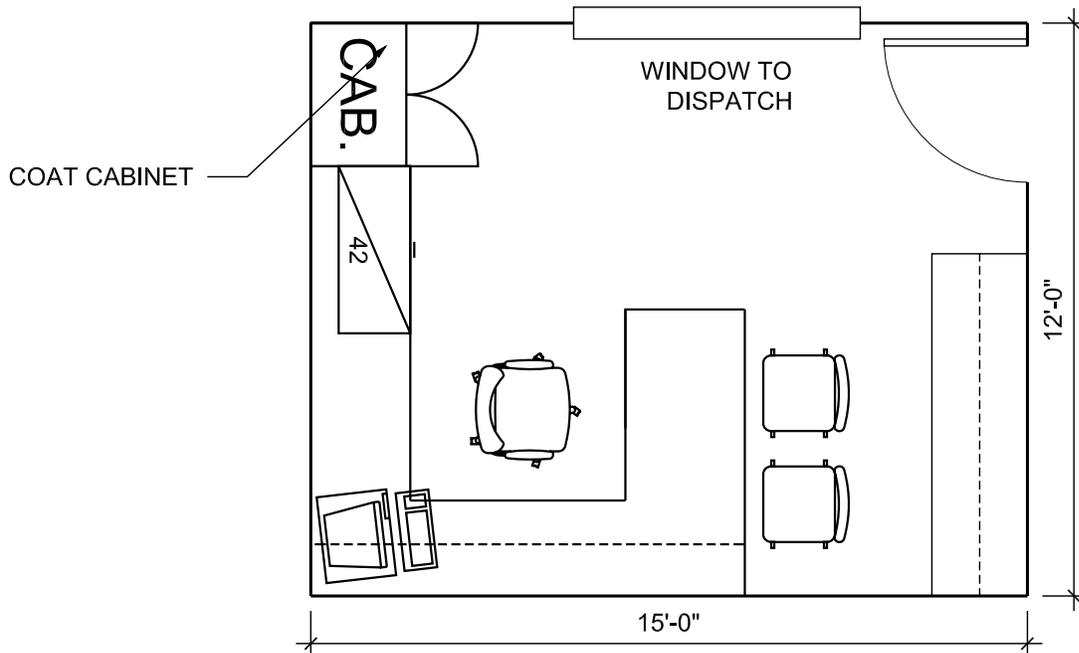


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

8.4 OFFICER IN CHARGE (O.I.C.)

Adjacency Requirement	Adjacent to Dispatch & Front Desk. Shares coverage of Front Desk with Dispatch. Good access to Booking & Roll Call. Backup to Dispatch. Good access to copier.
Public Access	Minimal
Security Requirements	Moderate, controlled
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent w/ parabolic reflectors; CATV
HVAC/Plumbing	A/C
Special Needs	Window into Dispatch. Visual access to Front Desk. Tack and marker boards.
Furniture/ Equipment	Desk with return, and credenza w/ two 42" 2-drawer lateral files; 3- 306" 3 drawer lateral file cabinets with shelving above, 30" coat cabinet; overhead storage bins; desk chair, two guest chairs, printer. Bell/buzzer from cell block. Printer, radio monitor.

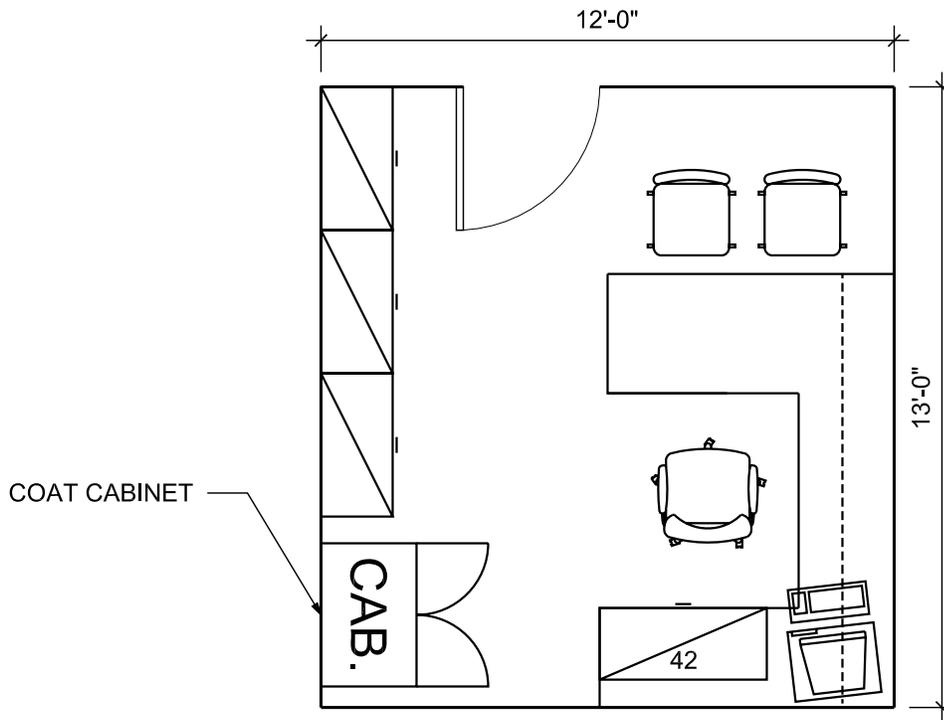


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

8.5 CAPTAIN

Adjacency Requirement	Adjacent to Patrol group; good access to Assistant Chief
Public Access	Minimal
Security Requirements	Moderate, controlled
Millwork	
Floor	Carpet
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent w/ parabolic reflectors; CATV
HVAC/Plumbing	A/C
Special Needs	
Furniture/ Equipment	Desk with return, and credenza w/ 42" 2-drawer lateral file; 3- 36" 3 drawer lateral file cabinets with shelving above, 36" coat cabinet; overhead storage bins; desk chair, two guest chairs, printer.

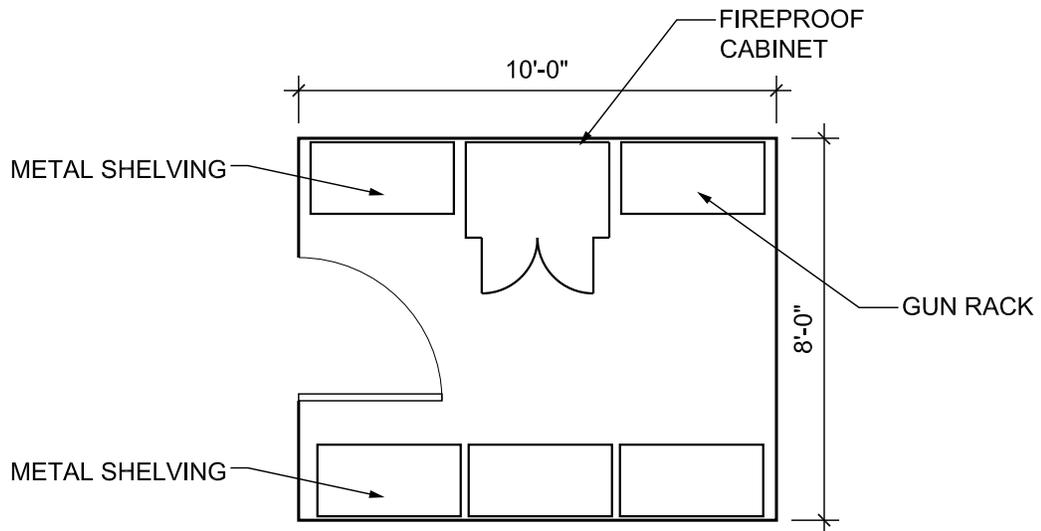


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

8.6 ARMORY/ RIOT GEAR

Adjacency Requirement	Near Patrol Lieutenants & Sergeants
Public Access	None
Security Requirements	High
Millwork	
Floor	Concrete with hardener
Walls	GWB/Paint
Ceiling	Exposed structure, painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Good ventilation
Special Needs	
Furniture/ Equipment	18"x36" metal shelving for gear, large gun rack, fireproof cabinet for ammunition.

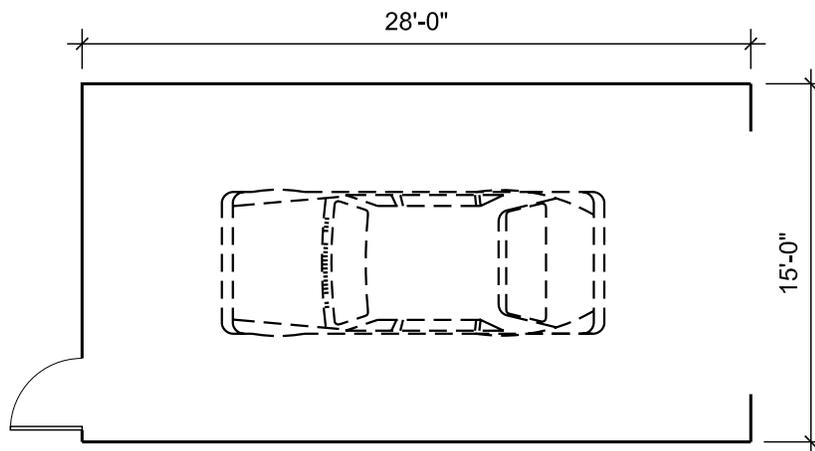


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

9.1 VEHICLE SALLYPORT

Adjacency Requirement	Adjacent to Booking
Public Access	None
Security Requirements	Very high
Millwork	
Floor	Concrete with hardener
Walls	CMU, painted
Ceiling	2 layers GWB
Lighting/Electrical	Fluorescent, mounted high, CCTV
HVAC/Plumbing	Heat only; floor drain, hose bib
Special Needs	Clearance for ambulance; overhead doors controlled by communications; one vehicle wide.
Furniture/ Equipment	4 gun lockers.

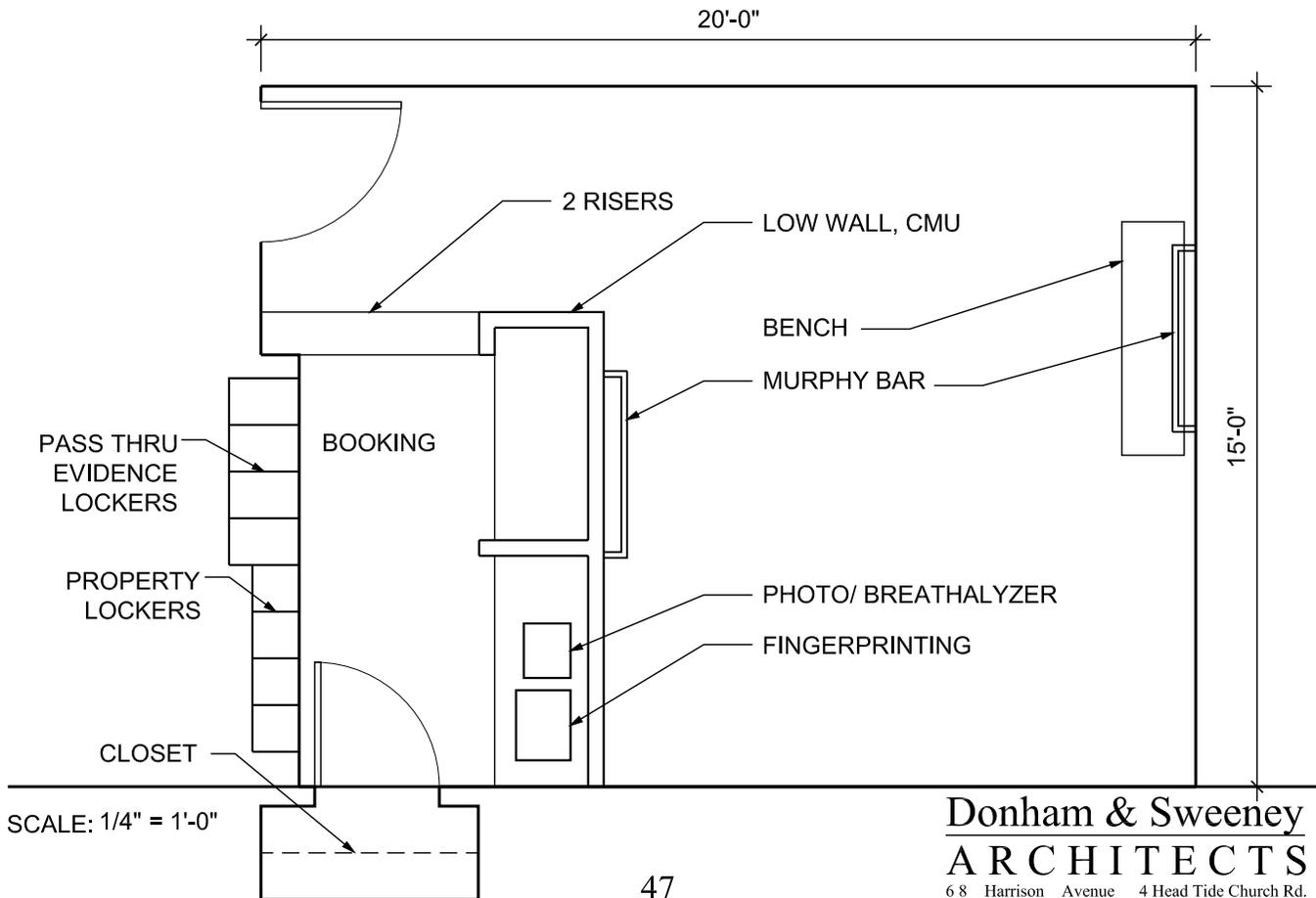


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

9.2 BOOKING

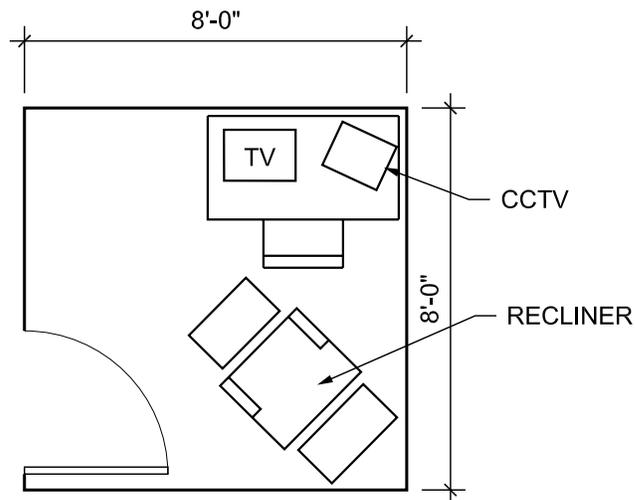
Adjacency Requirement	Next to Vehicle Sallyport and close to Detention Rooms. Close to Lieutenants/Sergeant's office and O.I.C. Shower and Holding Room located adjacent.
Public Access	None
Security Requirements	Very high
Millwork	Stainless steel counter w/ low CMU wall. Booking counter to be 8' long. Provide storage for forms.
Floor	Concrete with hardener
Walls	CMU with epoxy finish
Ceiling	2 layers GWB
Lighting/Electrical	Recessed fluorescent, bright; CCTV; wall-mounted phone
HVAC/Plumbing	A/C; good ventilation, separate manual exhaust for stun spray fumes
Special Needs	Built-in bench, stainless steel Murphy bars at bench and at booking counter. Scale/height stripe painted on wall. Provide area for photo, fingerprinting, breathalyzer.
Furniture/ Equipment	Provide 16 pass-thru type evidence lockers. 10 12"x24" property lockers, 4 gun lockers



BELMONT POLICE DEPARTMENT SPACE NEEDS

9.4 MATRON

Adjacency Requirement	Immediately next to and between Female and Juvenile detention
Public Access	None
Security Requirements	Very High
Millwork	
Floor	Rubber or linoleum
Walls	CMU, painted
Ceiling	2 layers GWB
Lighting/Electrical	Recessed fluorescent; CATV, CCTV monitoring
HVAC/Plumbing	A/C
Special Needs	
Furniture/ Equipment	Desk, desk chair, and comfortable chair

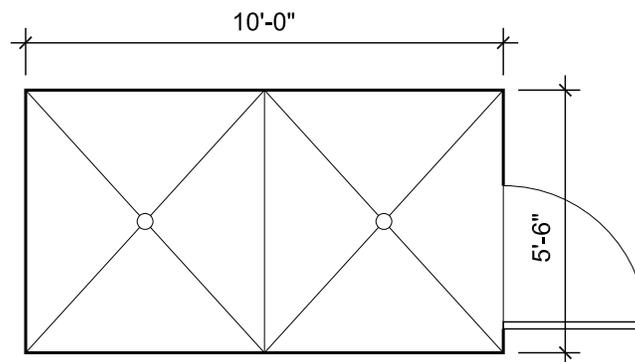


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

9.5 DETENTION SHOWER

Adjacency Requirement	Access from booking
Public Access	None
Security Requirements	Very high
Millwork	
Floor	Ceramic tile
Walls	Ceramic tile on CMU
Ceiling	2 layers GWB
Lighting/Electrical	Recessed, vapor and tamper proof
HVAC/Plumbing	Exhaust needed
Special Needs	Door opens outward, handicapped accessible
Furniture/ Equipment	



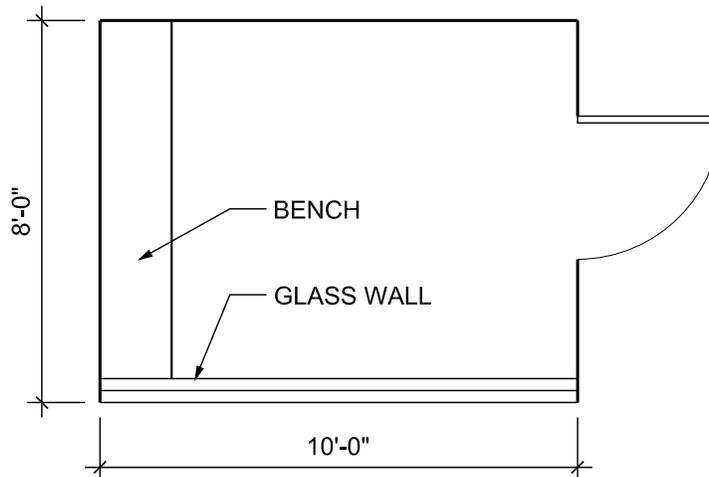
SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

9.6 HOLDING CELL

Adjacency Requirement	Next to Booking
Public Access	None
Security Requirements	Very high
Millwork	
Floor	Concrete with topping, pitch to corridor drain
Walls	CMU w/ epoxy coating
Ceiling	Steel plate
Lighting/Electrical	Recessed security fixtures; CCTV monitoring
HVAC/Plumbing	A/C, good ventilation
Special Needs	Capable of holding 6 people in high security. Full glass wall looking out to booking. Meet Mass Police Accrediting Standards, Mass Department of Public Health Regulations, and Mass Access Code. Steel bench.

Furniture/ Equipment



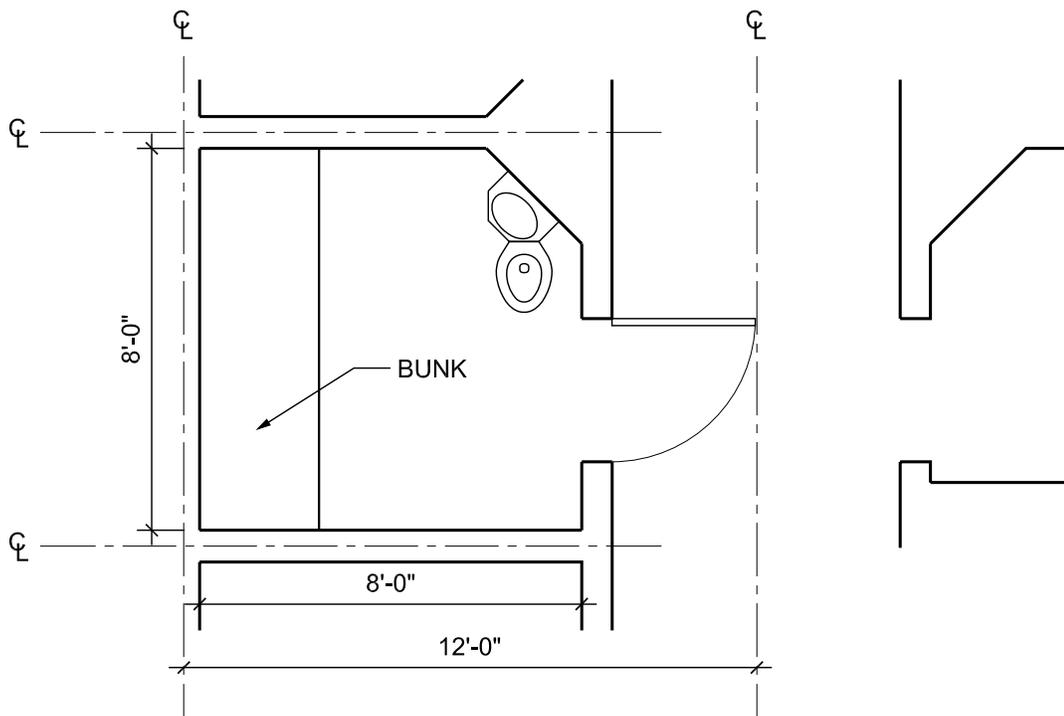
SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

9.7-11 DETENTION CELLS

Adjacency Requirement	Next to booking
Public Access	None
Security Requirements	Very high
Millwork	
Floor	Concrete with topping, pitch to corridor drain
Walls	CMU w/ epoxy coating
Ceiling	Steel plate
Lighting/Electrical	Recessed security fixtures; CCTV monitoring; wall-mounted phone
HVAC/Plumbing	A/C, good ventilation, combination toilet/sink detention fixture
Special Needs	Separate male, female, and juvenile detention rooms. Provide flexibility in use of detention rooms. Meet Mass Police Accrediting Standards, Mass Department of Public Health Regulations, and Mass Access Code. Steel bunk. One of each type to be HC accessible

Furniture/ Equipment

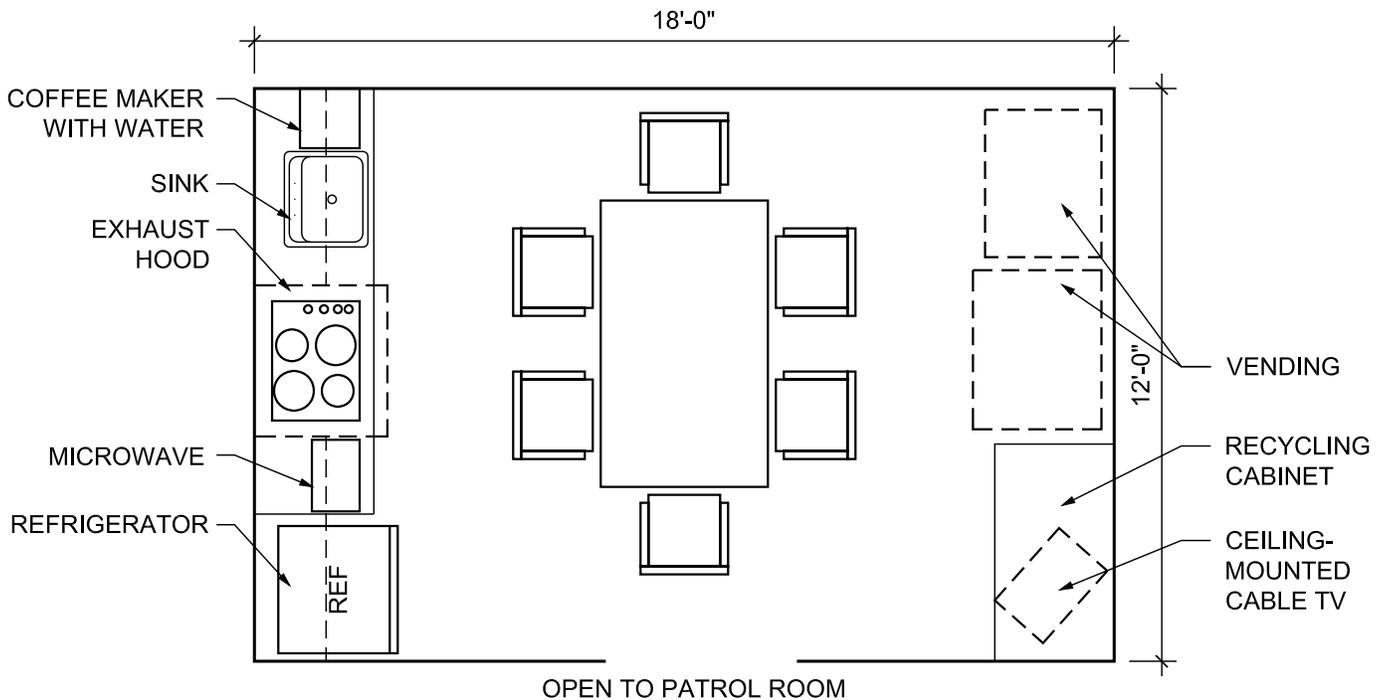


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.1 BREAK ROOM

Adjacency Requirement	Next to Patrol Room
Public Access	None
Security Requirements	Moderate
Millwork	24" base and wall cabinets above
Floor	Rubber or Linoleum
Walls	GWB/Paint
Ceiling	ACT
Lighting/Electrical	Fluorescent, CATV
HVAC/Plumbing	A/C; sink
Special Needs	Handicapped accessible; exterior windows
Furniture/ Equipment	Refrigerator, microwave, coffee maker, range w/oven, vent hood, 2 vending machines, recycling, seating and table for 6.

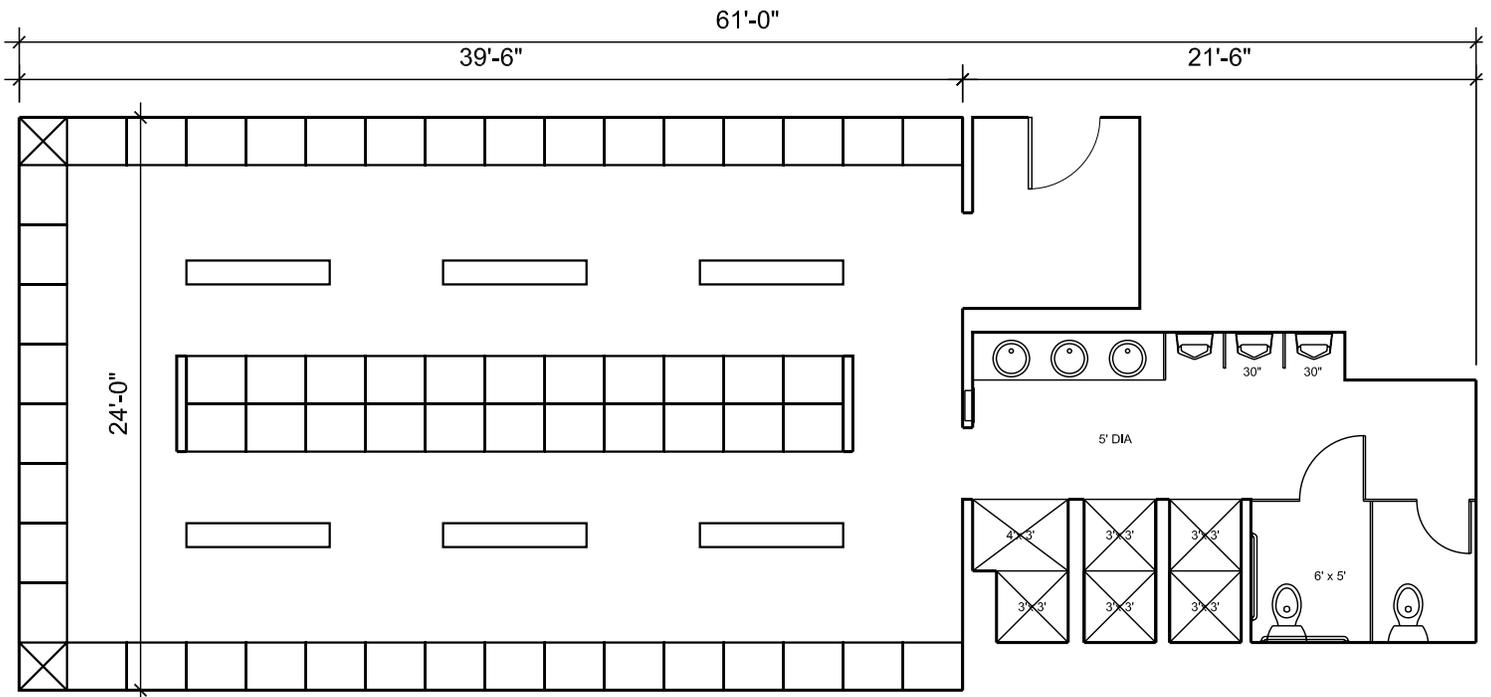


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.3 MEN'S LOCKERS, TOILETS, & SHOWERS

Adjacency Requirement	Easy access from Officer's entrance and Patrol Room. Adjacent to Fitness.
Public Access	None
Security Requirements	High
Millwork	
Floor	Ceramic tile in toilet rooms, linoleum flooring in locker area
Walls	Ceramic wall tile in wet areas
Ceiling	ACT, GWB/painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	AC; floor drain; 3 sinks, 2 toilets, 3 urinals, 3 showers
Special Needs	Provide duplex outlet in the backs of each locker.
Furniture/ Equipment	60 lockers @ 2' x 2'-6", 6 benches @ 1'-0" x 6'-0"

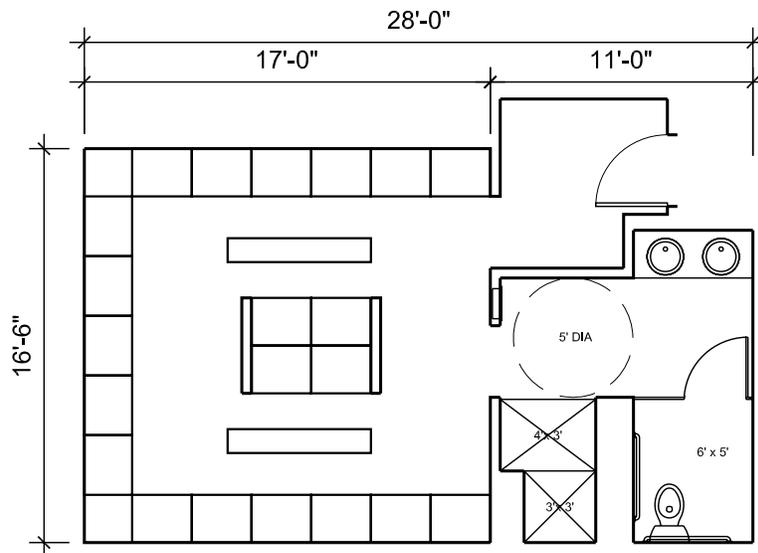


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.4 WOMEN'S LOCKERS, TOILET, & SHOWER

Adjacency Requirement	Easy access from Officer's entrance and Patrol Room. Adjacent to Fitness.
Public Access	None
Security Requirements	High
Millwork	
Floor	Ceramic tile in toilet rooms, rubber flooring in locker area
Walls	Ceramic wall tile in wet areas
Ceiling	ACT, GWB/painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	AC; floor drain; 2 sinks, 1 toilet, 1 shower
Special Needs	Provide duplex outlet in the backs of each locker.
Furniture/ Equipment	21 lockers @ 2' x 2'-6", 2 benches @ 1'-0" x 6'-0"

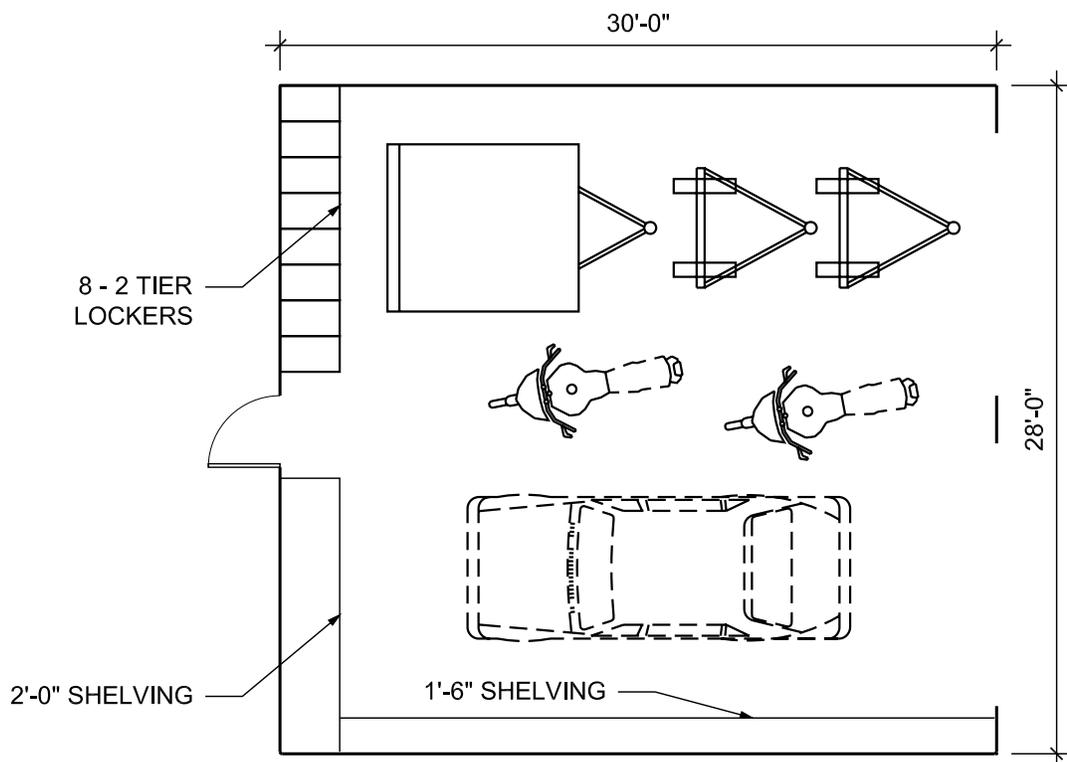


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.6 MOTORCYCLE, BICYCLE & MAINTENANCE GARAGE

Adjacency Requirement	Good access from Patrol
Public Access	None
Security Requirements	Very high
Millwork	
Floor	Concrete with hardener
Walls	CMU, painted
Ceiling	2 layers GWB
Lighting/Electrical	Fluorescent, mounted high, CCTV
HVAC/Plumbing	Heat only; floor drain, hose bib
Special Needs	Clearance for van; overhead doors controlled by communications; storage for 2 motorcycles, one cruiser, traffic trailer & 2 sign board trailer.
Furniture/ Equipment	2'-6" deep shelving. Storage for some tires, batteries & auto parts. Lockers to be lockable. Provide battery chargers, air compressor & rolling tool chest. This space assumes that most of the spare tires are stored at the Public Works Department

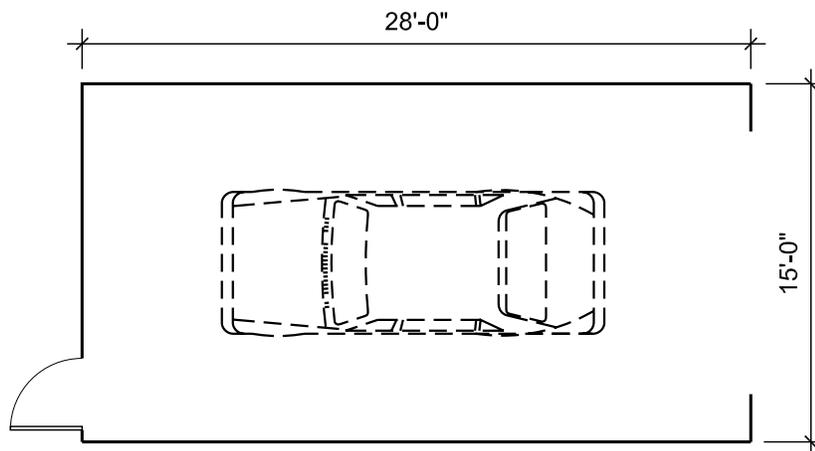


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.7 EVIDENCE GARAGE

Adjacency Requirement	Good access for detectives
Public Access	None
Security Requirements	Very high
Millwork	
Floor	Concrete with hardener
Walls	CMU, painted
Ceiling	2 layers GWB
Lighting/Electrical	Fluorescent, mounted high, CCTV
HVAC/Plumbing	Heat only; floor drain, hose bib
Special Needs	Clearance for van; overhead doors controlled by communications; one vehicle wide.
Furniture/ Equipment	

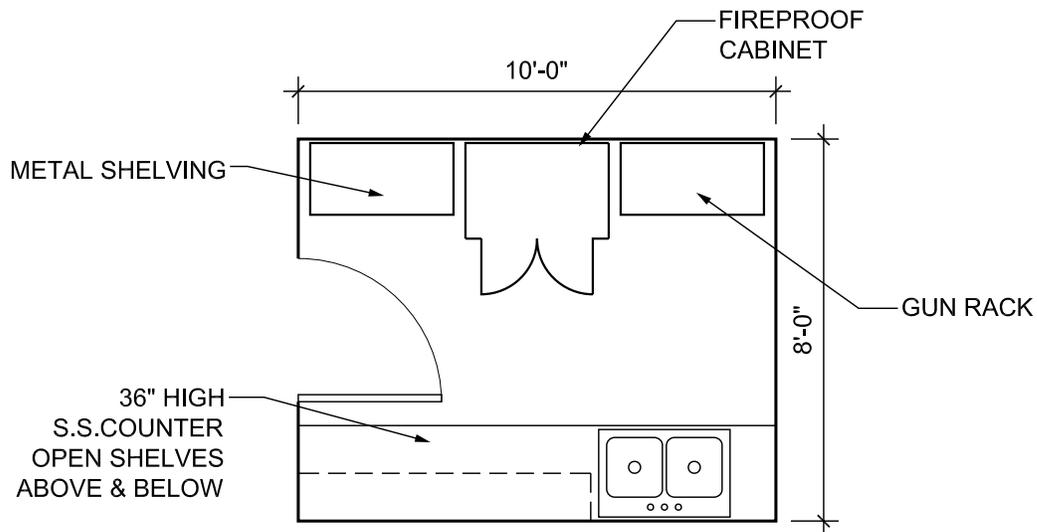


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.8 WEAPONS CLEANING

Adjacency Requirement	Range & Armory
Public Access	None
Security Requirements	High
Millwork	
Floor	Concrete with hardener
Walls	GWB/Paint
Ceiling	Exposed structure, painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Good ventilation. Sink w/faucets.
Special Needs	
Furniture/ Equipment	18"x36" metal shelving for gear, large gun rack, fireproof cabinet for ammunition.

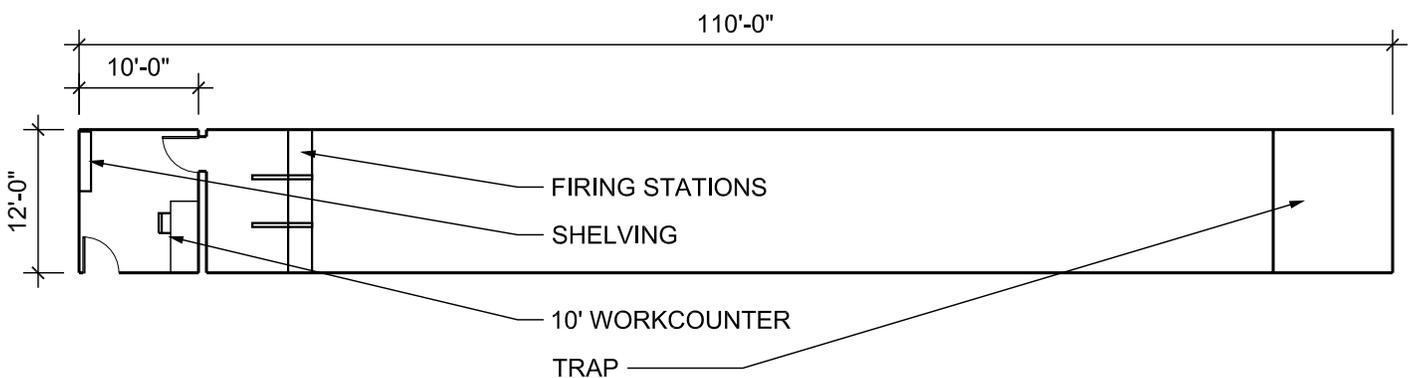


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.9 FIRING RANGE

Adjacency Requirement	Near Weapons Cleaning
Public Access	None
Security Requirements	High
Millwork	Durable counter at firing stations. Work counter and 10' shelving for range office
Floor	Concrete with hardener
Walls	Concrete or CMU reinforced
Ceiling	Steel baffles, acoustic panels above
Lighting/Electrical	Fluorescent, plus flood- lights, glare free
HVAC/Plumbing	Special ventilation
Special Needs	Acoustic separation
Furniture/ Equipment	Desk chair in range office, pedestal file. Three shooting positions @ 4'-0" wide.

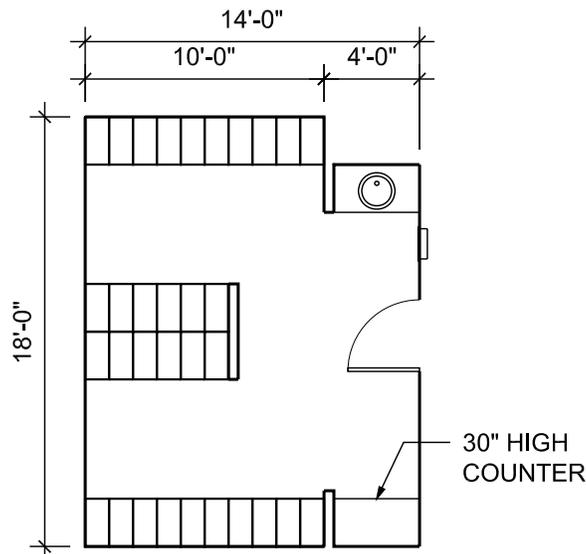


N.T.S.

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.10 AUXILIARY LOCKERS

Adjacency Requirement	Easy access from Officer's entrance and Patrol Room. Adjacent to Fitness.
Public Access	None
Security Requirements	High
Millwork	
Floor	Linoleum flooring in locker area
Walls	Ceramic wall tile in wet areas
Ceiling	ACT, GWB/painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Good ventilation; one sink & countertop.
Special Needs	
Furniture/ Equipment	32 lockers @ 2' x 1'. 2 benches

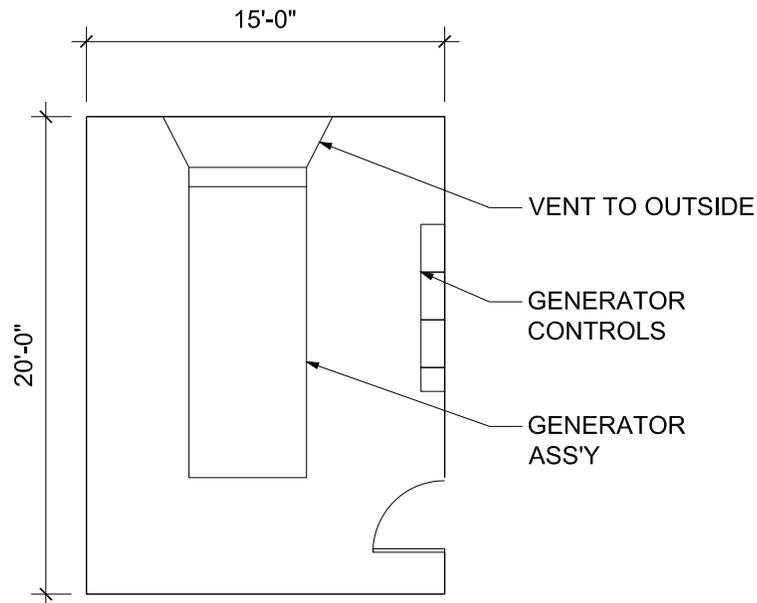


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.12 EMERGENCY GENERATOR

Adjacency Requirement	Near ATS switch gear, Electrical Room, Electrical service, Outside wall
Public Access	None
Security Requirements	Moderate
Millwork	
Floor	Concrete w/ Hardener
Walls	CMU and / or GWB
Ceiling	Exposed structure
Lighting/Electrical	Fluorescent
HVAC/Plumbing	
Special Needs	Fuel supply – either Natural Gas connection or min. 72 hours diesel storage onsite
Furniture/ Equipment	

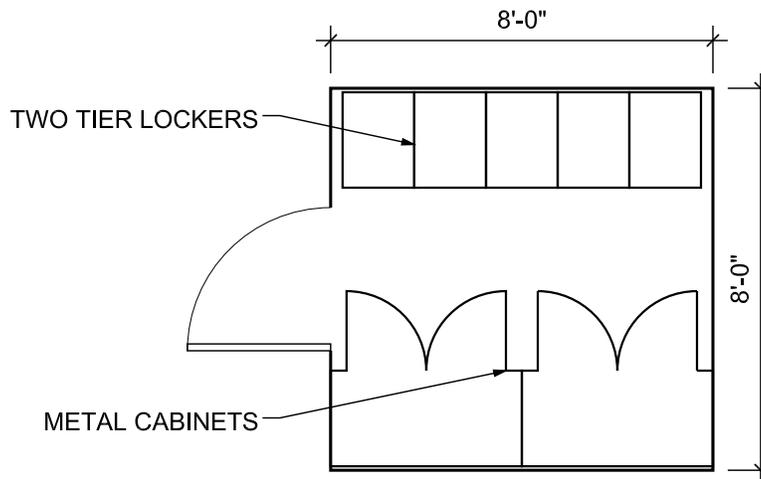


SCALE: 1/8" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.13 UNIFORM STORAGE

Adjacency Requirement	Near Bicycle & Motorcycle storage
Public Access	None
Security Requirements	High
Millwork	
Floor	Concrete with hardener
Walls	GWB/Paint
Ceiling	Exposed structure, painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Good ventilation
Special Needs	
Furniture/ Equipment	5 pair of double height lockers, 1'-6"x2'-0", 2 metal cabinets 4'-0"x1'-6".

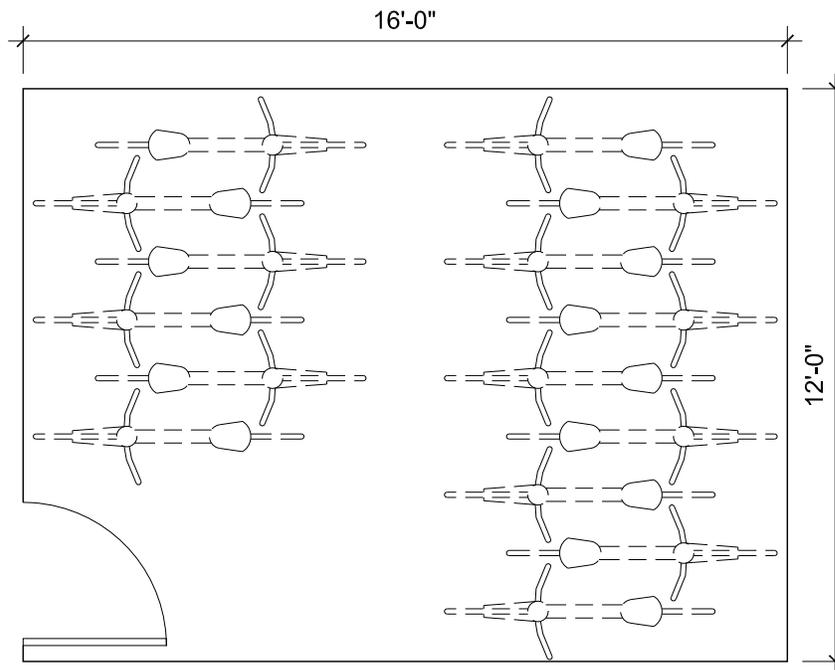


SCALE: 1/4" = 1'-0"

BELMONT POLICE DEPARTMENT SPACE NEEDS

10.14 BICYCLE STORAGE

Adjacency Requirement	Exterior access, near garage
Public Access	None
Security Requirements	High
Millwork	
Floor	Concrete with hardener
Walls	CMU/Paint
Ceiling	Exposed structure, painted
Lighting/Electrical	Fluorescent
HVAC/Plumbing	Good ventilation
Special Needs	
Furniture/ Equipment	Clips to support bicycles – possible wall hung



SCALE: 1/4" = 1'-0"