

BYRAM TOWNSHIP MUNICIPAL BUILDING PROGRAMMING DOCUMENT

8/26/15

This Programming Document was prepared based on the input from various Municipal Department Members. Programming meetings were held on Thursday August 13, 2015 at the Municipal Building. The participants in the programming meetings are as follows:

Department:

Town Manager
Town Clerk
Tax Assessor
Finance/Tax
Recreation
Construction Office
Department of Public Works
Police Department

Representative:

Joseph Sabatini
Doris Flynn
Penny Holenstein
Ashleigh Frueholz
Janet Meisner
Dick O'Connor
Adolf Steyh
Raymond Rafferty

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Department: **TAX ASSESSOR** Representative: **Penny Holenstein**

General information:

A dedicated area is required for the Tax Assessor's Office. This is currently a part-time position with a part-time shared assistant. The assistant works for the Tax Assessor, and is also the Planning Board Secretary/Administrator. Area for file storage as well as long term storage is needed. A shared office nearby is needed when the Assessor wants to have a closed door conversation with a resident. Recommends separate, and ADA compliant, public and staff toilets.

Adjacencies:

The Assessor works with both the Tax Collector as well as the planning department. Currently the Assessor is located away from the Finance/Tax office. Ideally these two areas would be closer.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
<p>Tax Assessor</p> <ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Room for guest chair. ✓ Area to store active files (Approximately 8 Cabinets) ✓ Additional storage area for long term files ✓ Access to shared private office 	90 SF	100 SF
<p>Assistant</p> <ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Area to store active files ✓ Wall cubby areas to store active folders 	90 SF	100 SF
<p>File & Storage Room</p> <ul style="list-style-type: none"> ✓ Area for Long-Term file storage 	0 SF	50 SF

Department: **FINANCE/TAX** Representative: **Ashleigh Frueholz**

General information:

The Finance/Tax department includes four staff. The full-time position of Chief Financial Officer, along with 3 additional part-time positions (4 days per Week). Area for file storage as well as long term storage is needed. A private office for the CFO is needed when the CFO wants to have a closed door conversation.

The existing transaction window is a temporary setup and should be more secure. A secure safe is needed to store payments. The transaction window should be designed to accommodate at least 2 computer stations for tax collection.

A separate meeting space is needed for up to 4 persons. This space can also be used as a break room. The Finance Department could use a shared break area, however someone needs to be able to access the phones.

The existing HVAC is in extremely poor working condition. Supplemental units are needed according to the season. Public and staff toilets should be separate, and ADA compliant.

A year's supply of copy paper is usually stored within this office area. Copy machine should also have scanning capabilities.

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Department: **FINANCE/TAX-Cont.** Representative: **Ashleigh Frueholz**

Adjacencies:

The Tax Assessor works with both the Tax Collector as well as the planning department. Currently the Assessor is located away from the Finance/Tax office. Ideally these two areas would be closer. The location of the mail and postage room is not convenient to this area. All department must bring any of their payments to this department on a daily basis. Having a centrally located cashier for all departments could be beneficial.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
<p>Chief Financial Officer</p> <ul style="list-style-type: none"> ✓ Provide private office ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Room for guest chair. ✓ Area to store active files (Approximately 10 Cabinets) ✓ Additional storage area for long term files 	100 SF	110 SF
<p>Tax Clerks (2)</p> <ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Area to store active files ✓ Area for shared copy machine 	200 SF	200 SF
<p>Tax Collector</p> <ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Area to store active files 	100 SF	100 SF
<p>Conference/Break Room</p> <ul style="list-style-type: none"> ✓ Table and chairs for 4 people ✓ Room could also function as combined storage space 	200 SF	200 SF
<p>Transaction Window Counter</p> <ul style="list-style-type: none"> ✓ Window and counter for 2 computer stations ✓ File storage below counter ✓ Secure transaction window ✓ Area for public to fill forms 	200 SF	300 SF
<p>New Cashiers Window and Office</p> <ul style="list-style-type: none"> ✓ Transaction window to receive payments ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Area to store active files 	0 SF	150 SF
<p>File & Storage Room</p> <ul style="list-style-type: none"> ✓ Area for Long-Term file storage 	0 SF	100 SF

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Department: RECREATION **Representative: Janet Meisner**

General information:

A dedicated area is required for the Recreation Department. This department includes one full-time position as well as staff who work off-site. This staff needs to come in on a regular basis to fill out forms for the department. A shared work station, within the general office area could be provided for this function.

Parents frequently come into the office with their children to fill out forms and make payments. An area is needed for a work surface for the parent, as well as a space for the children to be entertained. Payments are collected from parents, so a centralized cashier would be helpful. Secure storage is needed not only for payments, but also for storing tickets and other valuables.

Recommends separate, and ADA compliant, public and staff toilets. Having a space where staff could shower and change clothes would be beneficial. The Mechanical systems are in poor working condition. Each office should have an exterior window, not only for daylight, but also to determine if inclement weather could cancel an outdoor activity.

For the benefit of all departments, a separate contained mail/postage/copy room would be helpful along with dedicated mail slots for each department.

The recreation department holds approximately 6 evening meetings per month. They currently use the conference room adjacent to the Council Chambers. Room is needed for 6 to 10 participants.

Storage is a large issue for the Recreation Department. Currently they use the two tractor trailer containers in the alcove area between the upper and lower parts of the Municipal Building. A third trailer is also used for seasonal activities. If a new facility was constructed, these storage trailers would have to be relocated.

The Recreation Department also conducts many pre-school programs which would benefit from a large meeting space. These programs could be conducted every day, however the flooring in this space should be easy to clean. This space could also be used for large community meetings. This space would need various flexible, and easily movable, furniture for the various functions.

Adjacencies:

Having a centrally located cashier for all departments could be beneficial. Having a central mail/postage/copy room would also benefit all departments.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
<p>Recreation Director</p> <ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Room for guest table and chair. ✓ Area to store active files (Approximately 4 Cabinets) ✓ Additional storage area for long term files 	100 SF	120 SF
<p>Staff Workstation</p> <ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data connections 	80 SF	90 SF
<p>Meeting Space</p> <ul style="list-style-type: none"> ✓ Provide space for recreation, pre-school, and community meetings 	0 SF	600 SF

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Department: **COUNCIL CHAMBERS** Representative: **Joseph Sabatini**

General information:

A dedicated area is needed for regular Council Meetings. This area should be at least 1,000 SF, however having a space which could be divided into smaller meeting areas would be ideal. Currently this space does not function as the Municipal Court, however this may change in the future so this option should be considered. In addition, an area should be included for the Judge, and Court Offices, as well small areas for the Public Prosecutor and Defender. Until court functions return, these court spaces could be used as temporary meeting spaces, and chair/table storage spaces.

A separate entry vestibule for the courtroom would allow for access to the area without access to the remainder of the building. In addition, this vestibule could be used for weapons screening, for people entering the courtroom. Public (ADA) toilets should be provided near the Council Chamber/Courtroom.

A separate conference room which can be shared by all departments could be located near the Chambers/Courtroom. This conference room could also function as an Emergency Management Center. The Breakroom/Kitchenette could also be located near the Chambers for public meetings, and functions. All flooring materials should be easy to clean.

Adjacencies:

Locate chambers near the Court Administrator's office and transaction window for court payments. A centralized payment center could be utilized as well.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
<p>Council Chambers/Courtroom</p> <ul style="list-style-type: none"> ✓ Large enough to seat approximately 100 people ✓ Space to include folding partitions to create smaller meeting areas ✓ Easy to clean floors ✓ Built-in Bench for judge and council meetings ✓ Bench to be approximately 6" above floor and include accessible ramp ✓ Bench shall be large enough for at least 7 members ✓ Provide area in the bench for court recorder and recording equipment ✓ Provide speaker from courtroom into court office ✓ Provide an emergency button connected to the police department ✓ Provide a ballistics shield in front of Judge's seat ✓ Provide area for court administrator with computer station ✓ Provide removable panel to create witness stand ✓ Provide room in front of bench for movable tables for prosecutor & defense ✓ If possible, provide holding cell in close proximity to the courtroom 	1,000 SF	1,000 SF
<p>Court Administrator's Office</p> <ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Room for guest table and chair. ✓ Area to store active files (Approximately 4 Cabinets) ✓ Standup transaction window for court payments 	250 SF	250 SF
<p>Executive Conference Room/Judges Office</p> <ul style="list-style-type: none"> ✓ Provide multi-use room for council, judge, and staff meetings ✓ Area for conference table and chairs ✓ Provide workstation with computer 	220 SF	300 SF

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Department: **COUNCIL CHAMBERS** Representative: **Joseph Sabatini**

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
File & Storage Room ✓ Area for Long-Term file storage	0 SF	50 SF
Public Prosecutors Office/Chair Storage ✓ Provide small private room for prosecutor ✓ Provide near Courtroom ✓ Provide small counter for writing surface ✓ Room could also be used for table and chair storage for Council Chamber	0 SF	50 SF
Public Defenders Office/Chair Storage ✓ Provide small private room for defender ✓ Provide near Courtroom ✓ Provide small counter for writing surface ✓ Room could also be used for table and chair storage for Council Chamber	0 SF	50 SF
Courtroom Entry/Lobby ✓ Provide separate entry vestibule for Courtroom ✓ Provide space for weapons screening ✓ Provide area for magnetometer	36 SF	200 SF

Department: **TOILETS**

General information:

Provide separate toilet facilities for the public and the staff. Depending on the layout of the building, more than one toilet area may be required for the public and staff. All toilet facilities are to be ADA Compliant.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Public Toilets (2) ✓ Provide Male & Female Toilets of approximately 220 SF	130 SF	440 SF
Staff Toilets (2) ✓ Provide Male & Female Toilets of approximately 220 SF	0 SF	440 SF

Department: **CONSTRUCTION OFFICE** Representative: **Dick O'Connor**

General information:

The Construction Official and the Sub-Code Officials currently consist of part-time positions. The Construction Secretary is also a part-time position. In addition to the work station for the secretary, two additional work stations are requested. One for the Construction Official's use, and the second for the 3 additional sub-code officials to share. There are a massive amount of files that must be maintained in the construction office, and these file currently fill the entire office area.

A proper layout would be 2 to 3 workstations, plus at least one large layout table that could accommodate drawings as large as 36" x 40".

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Department: **CONSTRUCTION OFFICE** Representative: **Dick O'Connor**

A new walk up counter should be created in the Construction Office for citizens to come and ask questions of the construction office. In addition, a counter should be provided for parties to fill out building permits and other applications.

Inactive files could be stored in a rated storage room near this office as well as the Zoning Official and Planning Office. The Zoning official currently has a cubicle in the general office area. A new office should be created for shared use by the Office of Zoning and the Planning Office. This office should contain (2) work stations with computers.

A private shared office, should be provided nearby for close door meetings. This shared office could be used for private meetings by any of the departments within the municipal Building. Payments are currently handled through the construction office, however a centralized cashier to handle all payments would be helpful.

There should be separate Public & Staff toilets, and all toilets, and all portions of the building, should be ADA Accessible. More storage space for active and long term storage is greatly needed by all departments.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Construction Secretary <ul style="list-style-type: none"> ✓ Provide private office ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Room for guest chair. ✓ Area to store active files (Approximately 5 Cabinets) ✓ Additional storage area for long term files 	110 SF	110 SF
Construction Official <ul style="list-style-type: none"> ✓ Shared space with Sub-Code Officials ✓ Workstation with desk & return & layout area ✓ Computer with phone & data connections ✓ Area to store active files 	100 SF	100 SF
Sub-Code Officials <ul style="list-style-type: none"> ✓ Shared space with Construction Official ✓ Workstation with desk & return & layout area ✓ Computer with phone & data connections ✓ Area to store active files 	0 SF	100 SF
File & Storage Room <ul style="list-style-type: none"> ✓ Area for Long-Term file storage 	0 SF	100 SF
New Planning & Zoning Office <ul style="list-style-type: none"> ✓ Shared space for Planning & Zoning Officials ✓ Two (2) Workstations with desk & return & layout area ✓ Computer with phone & data connections ✓ Area to store active files ✓ Provide bookshelves to house all binders 	90 SF	200 SF
File & Storage Room <ul style="list-style-type: none"> ✓ Area for Long-Term file storage 	0 SF	50 SF

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Department: **GENERAL OFFICE AREA** Representative: **Doris Flynn**

General information:

The general office area is where the public first interacts with the Municipal Departments. The full-time receptionist as well as a part-time support staff are located in this area. There should be a transaction counter to separate the public from the staff office area. In addition, this counter can be used for looking up files and filling out forms.

There is an existing series of files in this area that contain all Septic Files. These files are used by a number of different departments and should be easily accessible to all departments.

A dedicated area should be provided in the reception area to contain wall mounted tax maps, as well as the binder of tax maps. A layout area should be provided for the public to research various materials, and have access to a computer, for public information. The reception area should also contain comfortable furniture as a waiting area for the public. LED monitors could be installed on the walls to display current Township Activities.

Adjacencies:

The general office should be in close proximity to the Town Clerk, Town Manager, and other departments.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Receptionist <ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Area to store active files ✓ Access to printer and copy machine 	90 SF	100 SF
Support Staff <ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data connections ✓ Area to store active files ✓ Access to printer and copy machine 	90 SF	100 SF
Septic Files <ul style="list-style-type: none"> ✓ Dedicated area for all septic files ✓ Open for access to multiple departments 	90 SF	100 SF
Transaction Counter <ul style="list-style-type: none"> ✓ Counter for public access ✓ File storage below counter ✓ Area for public to fill forms 	80 SF	100 SF
Tax Map Review Area <ul style="list-style-type: none"> ✓ Counter for public access ✓ Space for tax maps & computer ✓ Layout area to review tax maps 	25 SF	50 SF
Waiting Area <ul style="list-style-type: none"> ✓ Area with dedicated furniture for approximately 4 people ✓ Space chairs and end tables ✓ Area for publications/newsletters ✓ Access to LED screens 	50 SF	100 SF

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Department: **TOWN CLERK** Representative: **Doris Flynn**

General information:

A private office should be provided for the Town Clerk. This office has to be large enough for the Clerk's workstation, active files, as well as a work table and chairs for private meetings. The file cabinets located in the clerk's office (approximately 5) should be secure and independent from other department files. Book shelves are required to house various binders and office forms and procedures.

Area should be provided in the room for a print and fax machine. A dedicated file storage room should be provided for long-term files. An ideal arrangement would be to have the Town Clerk's Office near the Town Manager's Office with a shared conference room in between.

A new position may be created for a Deputy Manager. If this position is create an additional office, similar to the Clerk's Office, would be required.

Adjacencies:

The Town Clerk should be in close proximity to the General Office, Town Manager, and other departments.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Town Clerk ✓ Provide private office ✓ Workstation with desk & return ✓ Work Table ✓ Computer with phone & data ✓ Area for guest chair ✓ File storage areas (5 cabinets)	210 SF	225 SF
File & Storage Room ✓ Area for long term file storage	0 SF	50 SF
Deputy Manager's Office ✓ Provide private office ✓ Workstation with desk & return	210 SF	225 SF

Department: **MAIL/POSTAGE/COPY ROOM**

General information:

A separate dedicated room should be created for use by all departments. This room should be centrally located and contain separate mail slots for each department and staff, postage meter, copy machine, and area large enough to hold 1 year's supply of copy paper.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Mail/Postage/Copy Room ✓ Create new dedicated room ✓ Provide mail cubicles ✓ Provide sorting counter ✓ Area for copy machine	0 SF	150 SF
Copy Storage Room ✓ Provide new room to store copy paper and other office supplies	0 SF	50 SF

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Department: **TOWN MANAGER** Representative: **Joseph Sabatini**

General information:

All of the Municipal Offices should be centrally located with easy access between them. All offices should be on the same circulation route and not separated by lower and upper building portions as currently exist in the Byram Township Building.

A centralized cashier should be used by all departments so that each department does not have to bring their individual payments to the Finance Department each day.

The municipal building should have an entry/lobby for daily operations, and the Courtroom should have its own secure entry that can be used when the rest of the building is closed.

Incorporating a fitness center with showers and changing facilities for the staff to use would be a nice option to include. The fitness center could be used by the Police Department, DPW, as well as all other staff members.

A portion of the DPW Department should be moved into the Municipal Building for better day to day communication between departments.

A private office should be provided for the Town Manager. This office has to be large enough for the Manager's workstation, active files, as well as table and chairs for private meetings. The file cabinets located in the Manager's office (approximately 5) should be secure and independent from other department files. Book shelves are required to house various binders and office forms and procedures.

A receptionist should be located directly outside the Town Manager's office. A dedicated storage room should be provided for long term file storage.

Adjacencies:

The Town Manager should be in close proximity to the Town Clerk, CFO, general office area, and other departments. A multi-purpose/conference room should be close by for various size meetings, this conference room could also be used as an "Emergency Management Center" during natural and man-made crisis. Shared space should be used wherever possible to reduce redundancies.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Town Manager	210 SF	225 SF
<ul style="list-style-type: none"> ✓ Provide private office ✓ Workstation with desk & return ✓ Computer with phone & data ✓ Area for guest chairs ✓ Small Conference table and chairs ✓ File storage areas (5 cabinets) ✓ Book shelves along walls 		
File & Storage Room	0 SF	50 SF
<ul style="list-style-type: none"> ✓ Area for long term file storage 		
Town Manager's Receptionist	110 SF	110SF
<ul style="list-style-type: none"> ✓ Workstation with desk & return ✓ Computer with phone & data ✓ Area for guest chair 		

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Department: DEPARTMENT OF PUBLIC WORKS Representative: Adolf Steyh

General information:

The administrative offices for the DPW should be moved into the overall Municipal Building. Three workstations are required for the DPW offices. The DPW office could be a shared office space to promote rapid communication. The three workstations would include the DPW Superintendent, the Assistant Superintendent, and the Coordinator of Grounds and Sewer Systems.

The open office area is to contain three workstations as well as a large layout table for blueprint review. Bookshelves should be included to house all engineering manuals and equipment binders. Approximately 5 file cabinets should be located in the room. New office furniture should be included throughout. The existing DPW Office area should be turned into a Secure Tool Storage Room. The existing fuel dispensing control panels will have to be relocated to the new DPW offices. Additional information provided by the DPW Superintendent will be included in the Facilities Assessment of the existing Municipal Building.

The DPW currently uses one of the buildings on site as a break/shower/locker facility. This space should be incorporated in the new DPW area as part of the Municipal Building. This area could function as the DPW break/locker room, and also be used for temporary sleep quarters when the need arises.

Adjacencies:

The DPW offices should be in close proximity to the Town Clerk and Town Manager as well as other departments.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
<p>DPW Office</p> <ul style="list-style-type: none"> ✓ Provide (3) Workstation with desk & return ✓ Computers with phone & data ✓ Small Conference table and chairs ✓ File storage areas (5 cabinets) ✓ Book shelves along walls 	300 SF	350 SF
<p>Break/Shower/Locker Area</p> <ul style="list-style-type: none"> ✓ Area DPW break room ✓ Separate room for DPW lockers ✓ Provide room for separate lockers for each DPW staff, with room to grow ✓ Locker room to be adjacent to Men's toilets & showers 	1,200 SF	1,200 SF
<p>File & Storage Room</p> <ul style="list-style-type: none"> ✓ Area for long term file storage 	0 SF	50 SF

Department: BREAK/LUNCH/KITCHENETTE

General information:

A separate dedicated Break/Lunch room should be created for use by all departments. This room should be large enough to accommodate most staff around tables and chairs, and contain a kitchen counter area with cabinets, a full size refrigerator, and a microwave oven, coffee machine, etc. LED screens could be installed on the walls to display current news, activities, weather, etc. The break room could also be used by various departments as an informal conference room. Marker boards could be installed on one of the walls,

This room could also be used after hours by groups using the Council Chambers or other meeting rooms. If possible, there should be an outside eating area for staff use during good weather. All flooring materials should be easy to clean. A closet should be provided for paper goods.

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<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Break/Lunch/Kitchenette ✓ Provide counter & cabinets ✓ Provide non-industrial appliances ✓ Provide area for movable tables and chairs	240 SF	400 SF
Break Storage Room ✓ Provide new room to store paper goods	0 SF	50 SF

Department: POLICE DEPARTMENT **Representative: Raymond Rafferty**

General information:

The existing police department is undersized for its daily needs. There are currently 14 Full-Time Police Officers as well as two part-time secretarial assistants. The shifts overlap from time to time, and each includes approximately 3 to 5 officers.

The Police Department should have connections to both the Court Administrator and the Municipal Court. Byram Township does not hold detainees overnight, however two separate holding cells should be provided. One for juveniles and one for adults. Holding cells and various holding benches should be used throughout the facility to adequately separate detainees. The building does not currently have a Sallyport, however if the building is renovated, or reconstructed, a Sallyport should be included to safely transport detainees from the police vehicles into the Police Station.

The police station does not have a Dispatch Area, and there are no plans to change that in the future. There should be a public entry and waiting area outside of the secure area of the police station. The public should be able to visit the police station from other areas in the municipal building, without having to go outside and back inside to the police station. The reception area currently includes a transaction window for the public to make payments.

The current work flow, from entering the building, processing, and detaining, is unproductive due to the layout of the existing building. The processing room should be separate from the interviewing room.

Currently the Lieutenant, Detective, and Sergeant all share a small room. There should be a separate office for each of the positions in order to have private conversations with various parties. If separate offices cannot be provided, then a shared private office should be available for private conversations.

One printer is used for the entire department. Each office should have its own printer and copy machine to speed up work flow. A dedicated and usable space should be created for armor storage with an adjacent weapons cleaning station. The weapons storage locker in the locker room should be relocated to the weapons storage room. A proper sized Evidence Storage room should be provided in order to accurately, and safety, store all evidence. Organized shelving should be provided around the perimeter.

The room that currently houses the part-time secretary, and all file cabinets, is also used as the copy machine room, and the officers break room. A separate conference/break room should be provided that could also be used for officer training sessions. This room could also double as an emergency operation center.

The police chief's office should be located within the secure area of the police department, and not in the public hallway area. There should be separate toilet facilities for use by the detainees. In addition the existing Men's and Women's Locker, toilet, and shower facilities are grossly undersized. Having access to a fitness center would also be a benefit to the Officers.

The police station should have its own secure computer server room within the police department.

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Department: **POLICE DEPARTMENT – Cont.’** Representative: **Raymond Rafferty**

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Lobby/Entry Area <ul style="list-style-type: none"> ✓ Provide area adjacent to the police department ✓ Provide waiting room for public ✓ Provide transaction window to the receptionist 	48 SF	100 SF
Police Chief's Office <ul style="list-style-type: none"> ✓ Provide private office ✓ Workstation with desk & return ✓ Computer with phone & data ✓ Small Conference table and chairs ✓ File storage areas (5 cabinets) ✓ Locate near secretary/receptionist 	135 SF	150 SF
Receptionist/Secretary <ul style="list-style-type: none"> ✓ Provide area large enough for 2 work stations ✓ 2 Workstations with desk & return ✓ 2 Computers with phone & data ✓ Provide area for arrest records, printer, copy machine ✓ Provide room for adequate file storage 	180 SF	200 SF
Patrol Room <ul style="list-style-type: none"> ✓ Provide area large enough for 2 work stations ✓ 2 Workstations with desk & return ✓ 2 Computers with phone & data ✓ Provide room for adequate file storage 	180 SF	200 SF
Sergeants Room <ul style="list-style-type: none"> ✓ Provide area large enough for 2 work stations ✓ 2 Workstations with desk & return ✓ 2 Computers with phone & data ✓ Provide room for adequate file storage 	110 SF	200 SF
Lieutenant's Room <ul style="list-style-type: none"> ✓ Provide area large enough for 2 work stations ✓ 2 Workstations with desk & return ✓ 2 Computers with phone & data ✓ Provide room for adequate file storage 	132 SF	200 SF
Detective's Room <ul style="list-style-type: none"> ✓ Provide area large enough for 2 work stations ✓ 2 Workstations with desk & return ✓ 2 Computers with phone & data ✓ Provide room for adequate file storage 	0 SF	200 SF
Holding Cell/Interview Room (Adult) <ul style="list-style-type: none"> ✓ Provide area large enough for holding cell ✓ Provide bench ✓ Size to be approximately 8' x 8' 	0 SF	65 SF

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Department: **POLICE DEPARTMENT – Cont.’** Representative: **Raymond Rafferty**

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
<p>Holding Cell/Interview Room (Juvenile)</p> <ul style="list-style-type: none"> ✓ Provide room for interview and Juvenile holding area ✓ Locate away from adult holding cell ✓ Size to be approximately 8' x 8' 	0 SF	65 SF
<p>Processing Room</p> <ul style="list-style-type: none"> ✓ Locate near Entry/Sallyport ✓ Provide areas, for fingerprinting, photography, and breathalyzer ✓ Provide storage closet for all processing materials ✓ Provide holding bench 	150 SF	150 SF
<p>Salleyport</p> <ul style="list-style-type: none"> ✓ Locate near Processing Room & Evidence Room ✓ Provide enclosure for police vehicle ✓ Provide area for gun locker in Salleyport ✓ Provide man door and overhead door with video monitors ✓ Provide hose bib, floor drain, eye wash station ✓ If room is available provide fenced in storage cage 	0 SF	350 SF
<p>Crime Lab</p> <ul style="list-style-type: none"> ✓ Locate near Processing Room & Evidence Room ✓ Provide work counter, cabinets, and sink 	83 SF	150 SF
<p>Evidence Room</p> <ul style="list-style-type: none"> ✓ Provide room for weapons, currency & narcotics ✓ Provide locked cabinets for currency and narcotics ✓ Entire room to be secure. ✓ Provide organized shelving around room ✓ Provide work counter, and lockable cabinets 	110 SF	200 SF
<p>Armory</p> <ul style="list-style-type: none"> ✓ Provide room for weapons and ammunitions storage & repair ✓ Provide weapons cleaning counter with sink ✓ Provide room for a safe within room 	0 SF	150 SF
<p>Central Records Storage</p> <ul style="list-style-type: none"> ✓ Provide room for file storage, copy machine, & fax machine ✓ Provide area for secure computer server closet with mini split HVAC system ✓ Room to be secure and fire-rated 	80 SF	150 SF
<p>Property Room</p> <ul style="list-style-type: none"> ✓ Provide room for separate crime evidence storage ✓ Room to be near Salleyport & processing room 	0 SF	60 SF
<p>Conference/Break Room/Emergency Operations Center</p> <ul style="list-style-type: none"> ✓ Provide shared room for breaks, lunch, meetings ✓ Room could double as Emergency Operations Center ✓ Room could also be used as the Officer's Training Room 	200 SF	600 SF

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Department: **POLICE DEPARTMENT – Cont.’** Representative: **Raymond Rafferty**

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Men's Locker Room <ul style="list-style-type: none"> ✓ Provide room for separate lockers for each Officer, with room to grow ✓ A minimum of 16 lockers should be provided (36" wide x 18" deep) ✓ Locker room to be adjacent to Men's toilets & showers 	380 SF	400 SF
Men's Toilet & Shower <ul style="list-style-type: none"> ✓ Provide minimum 2 showers, 2 toilets, 2 sinks ✓ Room to be ADA Compliant and separate from Detainee toilet 	71 SF	250 SF
Women's Locker Room <ul style="list-style-type: none"> ✓ Provide room for separate lockers for each Officer, with room to grow ✓ A minimum of 4 lockers should be provided (36" wide x 18" deep) ✓ Locker room to be adjacent to Women's toilets & showers ✓ Locker room can also be used by secretary & receptionist 	0 SF	100 SF
Women's Toilet & Shower <ul style="list-style-type: none"> ✓ Provide minimum 1 showers, 1 toilets, 1 sinks ✓ Toilet & shower can also be used by secretary & receptionist 	68 SF	150 SF
Public/Detainee Toilet <ul style="list-style-type: none"> ✓ Provide unisex ADA compliant toilet ✓ Provide 1 water closet and 1 sink 	30 SF	65 SF

Department: **FITNESS CENTER** Representative: **Joseph Sabatini**

General information:

A space that should be added to the building program would be a fitness center for use by all staff members to maintain a healthy life style. This facility could be used before or after work, or during lunch breaks.

Showers, toilets, locker areas, and changing areas should be included. This space could also be used by the general community after work hours. If possible combine fitness center toilet facilities with the other required toilet facilities for the building.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Fitness Center <ul style="list-style-type: none"> ✓ Provide various fitness equipment ✓ Treadmill, elliptical, cycle, etc. ✓ Provide an area for weight machines, and free weights ✓ Provide monolithic athletic flooring throughout ✓ Poll department staff to determine equipment and facility requirements ✓ Provide outside bicycle storage rack nearby for commuting 	0 SF	600 SF
Men's Toilet & Shower <ul style="list-style-type: none"> ✓ Provide minimum 1 shower, 1 toilet, 1 sink ✓ Provide area for changing ✓ Room to be ADA Compliant 	0 SF	150 SF

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Department: **FITNESS CENTER – Cont.’** Representative: **Joseph Sabatini**

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Women’s Toilet & Shower	0 SF	150 SF
<ul style="list-style-type: none"> ✓ Provide minimum 1 shower, 1 toilet, 1 sink ✓ Provide area for changing ✓ Room to be ADA Compliant 		

Department: **ENTRY/LOBBY/VESTIBLE** Representative: **Joseph Sabatini**

General information:

Provide an open and inviting entry lobby for the primary entrance to the Municipal Building. The lobby should be near the General Office area, and its waiting room. Provide vestibule with air barrier. Incorporate LED screens in the lobby to show local activities, weather, and information.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Entry Lobby	109 SF	250 SF
<ul style="list-style-type: none"> ✓ Provide entry lobby and vestibule 		

Department: **UTILITY SPACES**

General information:

Provide the necessary utility spaces throughout the building for proper building function. These spaces should include storage, custodians, as well as a dedicated Server Room. Proposed spaces to be preliminary in nature and become more defined as the plans enter the Design Development Phase.

<u>Room/Areas:</u>	<u>Current Size:</u>	<u>Proposed Size:</u>
Long Term File Storage	250 SF	800 SF
<ul style="list-style-type: none"> ✓ Provide long term storage areas for use by various departments ✓ Separate storage areas for departments needing secure storage ✓ Provide a minimum of 2 rooms of approximately 400 SF each 		
Server Room	0 SF	100 SF
<ul style="list-style-type: none"> ✓ Dedicated IT closet ✓ Telephone service ✓ Provide proper HVAC system for IT closet 		
Custodians Closet	100 SF	200 SF
<ul style="list-style-type: none"> ✓ Provide room(s) centrally located within departments for use by the custodian ✓ Room to be large enough for all cleaning supplies and equipment ✓ Provide mop sink in each closet ✓ Assume minimum of 2 rooms of approximately 100 SF 		
Mechanical Rooms	100 SF	300 SF
<ul style="list-style-type: none"> ✓ Provide mechanical rooms as necessary for new facility ✓ Provide separate mechanical and electrical rooms ✓ Assume minimum of 2 rooms at approximately 150 SF 		

BYRAM TOWNSHIP MUNICIPAL BUILDING PROGRAMMING DOCUMENT



Department: **CIRCULATION SPACES**

General information:

Depending on the overall layout of the Municipal Building, circulation routes to each department will contribute to the overall building size. Adding a second floor would require two stair wells for proper egress, as well as an elevator for ADA compliance. Two or more floors would also require additional toilets and utility closets. As the plans proceed forward, a determination will be made if any proposed facility is single-story or multi-story.

END PROGRAMMING DOCUMENT