

Room/Space Name	Activity Types	Notes	Adjacencies	Study Sq. Ft.	Study Size
Vestibule	Walk-off, lobby temperature protection	Automatic sliding doors with 6' clear opening (~10' x 14' unit).		140	10' x 14'
Lobby-Main Lounge	Waiting, socialization, enjoying food/drink purchased at café, etc.	Open area with a mix of soft seating, 2-tops and 4-tops, includes open lobby space with patron sign-in station, sponsor literature display, Second hand Shop display, etc. Consider a fireplace.	Main entrance, café service	1,000	24' x 40'
Lounge	Secondary lounge space elsewhere is the building			400	20' x 20'
Café/Kitchen	Purchasing food and beverage items TBD throughout the day. Kitchen used for Café as well as special meals events.	Commercial feel food service with point of sales counter	Visible location in the main lobby-lounge area – café patrons will use lounge seating. Nearby restrooms. Adjacent patio seating (?).	750	25' x 30'
Large Multi-Purpose Room	Special events. Dividable for various types of large group activities	Banquet seating for 100-120. Fold down stage. Motor operated operable partition. Storage.	Adjacent to the Kitchen for direct access	2,400	40' x 60'
Table and Chair Storage	Storage for various types of tables and chairs when not in use in rooms.		Accessible from the Large Multi-Purpose Room (and the corridor if possible)	340	17' x 20'

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Teaching Kitchen	Hands-on and demonstration kitchen	Overhead camera for instructional demonstration. Operable partition wall so the room can be opened to the adjacent space for a seated class	This could be adjacent to the Large Multi-Purpose Room or the Classroom,	300	12' x 25'
Auditorium	Movies, lectures, various types of entertainment	Sloped floor auditorium with fixed theatre seating with tablet arms (72). Additional space for additional chair seating (30+/-). No stage. Storage.		1,950	49' x 40'
Classroom	Any activity requiring a classroom set-up and infrastructure	Integrated program supply and equipment storage. Will seat 48 at seminar tables.		1,462	34' x 43'
Clean Arts Room	Various types of clean arts such as quilting, knitting, rug making	Seating at worktables for up to 24. Built-in casework/ countertops with two sinks. Activity Room @ 896 sf Storage room/closet @ 64 sf.	Art Rooms and Maker Space clustered together.	960	32' x 28'
Dirty Arts Room	Various types of dirty arts such as painting	Seating at worktables for up to 24. Built-in casework/ countertops with two sinks. Activity Room @ 896 sf Storage room/closet @ 64 sf.	Art Rooms and Maker Space clustered together.	960	32' x 28'

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Maker Space	Various types of activities such as fix-it shop, woodworking, etc.	Seating at worktables for up to 24. Built-in casework/countertops with two sinks. Activity Room @ 896 sf Storage room/closet @ 64 sf.	Art Rooms and Maker Space clustered together.	960	32' x 28'
Cards Room	Various types of card and table games	Seating for 48 at 12 card tables. Game and table and chair storage.		1,248	32' x 39'
Conference Room	Small group and staff meetings (10 – 12)		Accessible from the public hallway as well as through the Admin Suite	396	18' x 22'
Equipped Fitness Room	Fixed exercise equipment (14+/- pieces), stretching area	Built-in benches and cubbies.		1,000	25' x 40'
Exercise/Dance Studio with Storage	Various types of seated and standing exercise	Built-in benches and cubbies, mirror wall with ballet barre. Exercise room @ 1725 sf Storage @ 175 sf		1,900	35' x 54'
Meals on Wheels Prep Room	Receiving of sealed meals, storage of additional meals components. Full meals to be assembled and packaged for drivers pickup.	Casework, appliances, and storage capacity for food bags, and food.	Near a service entrance with driver parking for pick up and delivery of food.	261	14.5' x 18'

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Director's Office	Administrative, meets with staff and guests	Executive Desk with credenza, files, 2 guest chairs. Closet	No direct access by patrons.	130	10' x 13'
Assistant Director's Office	Administrative, meets with staff and guests	Executive Desk with credenza, files, 2 guest chairs. Closet	No direct access by patrons.	120	10' x 12'
Administrative Assistant Office	Administrative support. Volunteer Coordinator	Desk with credenza, files, 2 guest chairs.	No direct access by patrons, near Reception Desk	110	10' x 12'
Outreach Coordinator's Office	Meets with staff and guests.	Executive Desk with credenza, files, 2 guest chairs.	Inconspicuously accessible for patrons and guests.	120	10' x 12'
Program Coordinator's Office	Meets with staff and guests.	Desk with credenza, files, 2 guest chairs.	Provide easy access for Coordinator to get to program space.	120	10' x 12'
Office Assistant	Administrative support	Desk with credenza, files, 2 guest chairs.		110	10' x 12'
Transportation Coordinator's Office	Scheduling and dispatch, distribute schedules and keys to drivers	One generously sized office, with room for two to three drivers	Easily accessible by drivers. With view of Pick-up/Drop-off at the front door.	150	10' x 15'
Volunteer Work Room	Shared open room with 8 work stations		Near or direct access to or within the Admin suite.	437	17.5' x 25'

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Flex/Future Office		Desk with credenza, files, 2 guest chairs.		120	10' x 12'
Copy Room	Copying, collating	Copier, countertop work space, office supplies	Within the Admin Suite near the Reception Desk	100	10' x 10'
Staff Break Room	Staff (including drivers)	Refrigerator, counter area with sink, microwave, cabinets; Seating at tables for 10+/-.	Near or direct access to or within the Admin suite.	255	15' x 17'
Personal Services Room	Private use for various services, counseling, health related, etc.	Provided with a hand sink. Closet for securing service provider's materials/equipment.	In relative proximity to the front door and Lobby/lounge.	120	10' x 12'
Nurses/Personal Services Room with Companion Restroom w/ a shower	Private use for various services, counseling, health related, etc.	Provided with a hand sink. Closet for securing service provider's materials/equipment. Nurse's Room at 110 sf, Restroom at 78 sf	In relative proximity to the front door and Lobby/lounge. Attached to a Companion Restroom with a shower.	188	10' x 11'
Reception	Greeting and directing guests and patrons, membership, orientation, appointments, etc.	2 generously-sized work stations (with space for a third greeter as needed), counter areas at transaction and desk height, My Senior Center station for assisted use, storage (mostly in file drawers)	Main entrance, copy room. Gate keeper for the Admin Suite	165	11' x 15'

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Friends' Room and Storage	Friends' office and storage room.	Desk and files, 2 guest chairs.		140	10' x 14'
Kitchen/Nutrition Coordinator	Coordinate, plan and deliver food services.	Desk and files, 2 guest chairs.	In the Kitchen	100	10' x 10'
Kitchen Assistant	Responsible for food prep and cleanliness	Desk and files, 2 guest chairs.	In the Kitchen	100	10' x 10'
Greenhouse	Flowers, veggies, gardening		Accessible from inside the building	240	15' x 16'
Maintenance Office/Storage	Office, workroom, and storage for building maintenance	Desk and files along with shelving and work bench	Adjacent to the service entrance	180	12' x 15'
Janitor's Closet	Mop sink and cleaning supplies		Centrally located	24	4' x 6'
Laundry Room	Washer, Dryer, laundry sink with some countertop and casework storage		Near the Kitchen	64	8' x 8'
General Storage	Storage of seasonal and general storage	Shelving		160	10' x 16'
Staff Restrooms	General use by individuals who require more space, privacy, or assistance.	One women's, one men's 2 @ 60sf each	In the Admin Suite	120	7.5' x 8'
Companion Restrooms	General use by individuals who require more space, privacy, or assistance.	Gender specific or neutral 4 @ 60sf each	Scattered throughout the building for ease of access	240	7.5' x 8'

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Group Restrooms – Men A	General use	1 HC stall with sink, 1 standard stalls, 2 urinals, 3 sinks, doorless entry	Central, easily accessed from main lounge, auditorium and Large Multi-Purpose Room	266	10' x 28.34'
Group Restrooms – Men B	General use	1 HC stall with sink, 1 standard stalls, 2 urinals, 3 sinks, doorless entry	Easily accessed from Equipped Fitness and Exercise Studio	266	10' x 28.34'
Group Restrooms – Women A	General use	1 HC stall with sink, 3 standard stalls, 3 sinks, doorless entry	Central, easily accessed from main lounge, auditorium and Large Multi-Purpose Room	266	10' x 28.34'
Group Restrooms – Women B	General use	1 HC stall with sink, 3 standard stalls, 3 sinks, doorless entry	Easily accessed from Equipped Fitness and Exercise Studio	266	10' x 28.34'
Mechanical Room(s)	Mechanical/Electrical/IT/Sprinkler			600	20' x 25'
Outdoor Storage	Storage of items used outdoors including but not limited to a snow blower, salt, garden tools, outdoor game equipment, seasonal storage of some outdoor furniture (TBD).	Incorporated in the footprint of the building, possibly only accessed from outside. Possible overhead door (review need).	TBD – review delivery/access needs	200	10' x 20'
Subtotal All Functions		Net		21,904	
Efficiency Factor	Circulation, walls, etc.	28%		6,133	

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Total proposed Sq. Feet		Gross		28,037	