



South St. Paul

WORKSESSION AGENDA
SSP City Hall
125 3rd Avenue North
Training room

Monday, May 13, 2024
7:00 pm

AGENDA:

1. Summer Hours (*No attachment*)
2. 2025 Budget Discussion
3. Public Works Facility Update/Discussion
4. Council Comments & Questions



AGENDA ITEM: 2025 Budget Discussion

DESIRED MEETING OUTCOMES:

Discuss 2025 Budget Process and Factors that will Impact the 2025 Levy. Identify general/high level Council expectations/targets for 2025 Budget and Property Tax Levy.

OVERVIEW:

Staff will begin preparing 2025 budgets within the next several weeks, and we anticipate review of a draft 2025 Budget and Property Tax Levy by the Council at our first work session in August. In terms of the review process, we are recommending that we follow the approach employed for the past several years, whereby Staff will present the draft budget and highlight the principal drivers/changes from 2024 to 2025. At the August Meeting, Department heads will be present to answer any questions you may have regarding their proposed budgets. Based on your direction, staff will then revise the budget as needed. The goal would be to have a preliminary levy ready for approval at our first meeting in September (we are required to approve a preliminary levy by the end of September).

To provide a foundation for departments and the administration as we begin the 2025 Budget process in the coming weeks, we felt it would be helpful to provide an overview of some of the factors we're keeping in mind as we think about 2025, and provide an opportunity for Council to present us with any initial Council questions and/or expectations for the 2025 budget and property tax levy.

While it is admittedly early and subject to change as more information is obtained, here are a few of the factors that are expected to impact the 2025 Levy:

- Decertification of the Concord Street No. 2 Tax Increment Finance District
- All Union Contracts settled through 12/31/2025; 3.5% COLA approved for 2025
- Health Insurance Costs
- Continued support of Infrastructure Levy (plan for a \$1,000,000 increase for 2025)
- EDA and HRA maximum levies for 2024
- Local Housing Aid for 2025

Decertification of Concord Street TIF District

The Concord Street No. 2 Tax Increment Finance District will decertify effective December 31, 2024. As reported by Dakota County, the Net Retained Tax Capacity within the Concord TIF for tax year 2024 is \$2,632,688; the effect of decertification in simplest terms will be that this retained tax capacity will be "released" *from* the Concord TIF *to* the general property tax capacity. This will provide the City with an opportunity to increase the tax levy with minimal impact on the taxes paid by individual property owners.

EDA and HRA maximum levies for 2025

Based on the 2024 estimated market values, the maximum levies as allowed by State Statute for the EDA and HRA for 2025 are estimated to be:

	<u>2025</u>	<u>2024</u>	<u>Increase</u>
EDA	\$433,778	\$412,221	\$21,557
HRA	\$442,631	\$420,634	\$21,997

In past years, the City has always levied the maximum allowed for both of these levies. If the Council would like to see any modifications to this approach for 2025, Staff would request that direction at this time. In the 2024 Budget Year, a significant portion of both the EDA Levy (almost 40%) and HRA Levy (more than 75%) were identified as transfers in to the EDA’s Development Fund, which is targeted at strategic redevelopment and development activities to implement the City’s Economic Development Strategy. It would be anticipated that a similar approach would be employed for 2025 Budget, if maximum levies are authorized again.

Infrastructure Levy

The City Council introduced a dedicated Infrastructure Levy in the 2020 Budget and Property Tax Levy. Based upon the Council’s Annual Goal Setting process, investment in critical City Infrastructure has been identified as a key priority. Recognizing this priority while at the same time seeking to minimize borrowing for street reconstruction projects in particular, the Administration and Council in 2019 agreed to establish the Infrastructure Levy at an initial amount of \$125,000 and with an objective to increase that amount by \$125,000 in each budget year. In the 2024 Budget, the Infrastructure Levy clocked in at \$725,000. It should be noted that per the original “plan” this amount would have been \$600,000, however in the 2023 Budget we held flat at \$350,000 in part to help reach the Council’s levy target, so the \$725,000 levy was intended to “catch us up”. For 2025, if we were to keep with the approach as agreed upon by Council and Staff in 2019, the Infrastructure Levy for 2025 would increase to \$1,725,000 – again referring back to the 2019 discussions around this topic the suggestion was to dedicate an additional \$1,000,000 beginning in 2025 seeing as the Concord Street TIF was set to decertify. Staff will be prepared to provide some preliminary analysis of this approach at Monday’s meeting.

South St. Paul’s Total 2024 Tax Rate

For the 2024 Tax Year, South St. Paul’s Municipal Tax Rate was **.59453**, down from **.6018** in 2023 and the lowest the figure had registered for at least 12 years. Nonetheless, this rate ranked third-highest among Dakota County’s 11 largest Cities, and furthermore the City’s Total Tax Capacity Rate (which encompasses not only the Local rate but also the County, School District, EDA, HRA, and EMS District rates) of **1.11659** (in the SSD#6 area) measured as the highest Total in all of Dakota County for 2024. This is important context to consider as the Council prepares to set our 2025 Property Tax Levy and Levy supported budgets later this year.

Staff see these topics as discussion-starters for the worksession, but we encourage Council to come with other questions, suggestions, priorities, or direction so that we can be sure that we launch our budget preparations as much as possible to be in tune with Council’s priorities and expectations.

SOURCE OF FUNDS:

N/A



COUNCIL WORKSESSION REPORT

DATE: May 13, 2024

DEPARTMENT: Administration

PREPARED BY: Ryan Garcia

ADMINISTRATOR: _____

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AGENDA ITEM: Public Works Facility Update/Discussion

DESIRED MEETING OUTCOMES:

Revisit assessment and recommendations related to Public Works Central Maintenance Facility, and discuss options for advancing recommendations.

BACKGROUND:

In late-June 2023, the City Council directed staff to complete a Master Plan for key City Buildings and Facilities as a part of their Action Strategy to implement the 2023 Council Goals. Throughout 2023 and early 2024, a multi-disciplinary team lead by BKV Group Architects has been working with City departments to define immediate and long-term space needs, evaluate the condition, resiliency, and functionality of current City Facilities, and prepare recommendations for future facility and building investments (and in some cases, divestments). As the master plan process nears completion (final revisions are underway) and the State's legislative session nears its conclusion, Staff is using Monday's worksession to zero-in on one of the primary facilities of focus in the master plan, the Central Maintenance Facility.

As shared with the Council last fall and with the Senate and House bonding committees at bonding tours over the fall and winter (and attached to this memo), an assessment of the existing public works facility at 501 Richmond Street East was completed as a part of the Master Planning process by Oertel Architects. In summary, Oertel concluded that the current 54 year-old facility is found to have critical deficiencies that negatively impact operational efficiency, accessibility, worker health, wellness, equity and safety, and the delivery of public services. In addition, the facility employs numerous electrical and mechanical systems that are obsolete or do not meet current standards or building codes, or in some cases are absent altogether. Based upon existing need (staff, equipment, vehicles, materials) and projected future growth, Oertel's study ultimately finds that the current facility's roughly 35,000 square feet of building space is less than half of what the operation's building program demands, and that the building and site cannot realistically accommodate additions or renovations to adequately address these needs.

Oertel and BKV's recommendation is that the City relocate the public works operations currently housed at 501 Richmond Street to a new facility, potentially the City-owned site at 316 Malden Street (former Thompson Motors property). This site, at 5.6 acres, offers (just barely) the additional space needed (501 Richmond measures 4.7 acres) to accommodate the proposed building program of a 75,000 – 85,000 square foot facility to include administrative offices/support spaces, vehicle maintenance bays, vehicle and equipment storage, material, tool, and supply shops, and ancillary police department storage, salt storage, and other covered material storage. The study acknowledges the need for more detailed design, but a preliminary test fit confirms the suitability of 316 Malden for

DISCUSSION:

With the Master Plan identifying the Public Works facility as the (currently operating) City building with the most critical investment needs, Staff seeks Council's support and direction for moving forward with the planning and development of a new facility. There are several topics we hope to explore further with Council at Monday's worksession:

- *Project Financing*
 - According to analysis of current/recent construction costs for similar facilities conducted by Oertel, BKV, and Kraus-Anderson, the anticipated cost to construct the public works building as presented in concept ranges from \$325 per square foot to about \$400 per square foot, or an estimated total cost of \$26,650,000 to \$32,800,000.
 - As the Council will recall, the City has submitted requests for funding consideration in each of the last three (2022, 2023, and 2024) State of Minnesota Capital Investment ("Bonding") Bills, so far without success. Our 2024 request is for \$13,500,000, and while the Governor's preliminary recommendation did not recommend the project (or – to be fair – any specific local government requested project) for funding, it is at least possible that the legislature and Governor's office resolve to advance a Bonding Bill which includes the project when the 2023-2024 Session recesses on or before May 20th. Anecdotally, the last time we were awarded bonding assistance (2020), we were awarded 60% less than our request. If the 2024 request is unsuccessful, in all likelihood our next opportunity to seek state assistance with the project will not come until 2026.
 - In addition, the City has submitted a request for Congressionally Directed Spending (CDS) through each of Minnesota's Senators' and Rep. Craig's office for FY 2025. We also requested \$13,500,000 in Congressionally Directed Spending for the project, but we will likely not know the fate of this request until sometime in early 2025. Anecdotally, the last time we submitted a project for CDS, we were awarded 40% less than our request.
 - Notwithstanding the potential for receiving at least some level of financial assistance from the State and/or Federal Government, it is highly likely that the City will need to incur some debt to finance the construction of a replacement public works facility. The City's 2024 – 2028 Capital Improvements Plan includes as a "placeholder" issuing \$22,000,000 in debt for this project. A General Obligation Bond of this size would have a significant impact on the City's Debt Capacity as well as on the City's annual Debt Levy, effectively more than doubling our total debt load in one fell swoop. For reference, the City's total debt service levy in 2024 was \$1,475,444 (representing about 9% of the \$15,843,509 2024 property tax levy). An issue of this size could reasonably be expected to have an impact on its own of a 10% or more levy increase.
- *Building Program* – Staff stands behind the analysis that went into determining the proposed building program, which again indicates a need to more than double the

footprint of the current building in order to meet current and projected operational demand. However, we acknowledge that without significant financial assistance (or perhaps in any event) there may be a Council and community expectation that a more moderate building program be considered. It would be helpful at Monday's worksession to get any initial feedback about the building program.

- *Site Considerations* – One of the benefits of constructing a replacement facility at the 316 Malden Street location is that in doing so there would be very minimal disruption to daily operations of the Public Works Department while construction of the new facility takes place. However, taking into consideration the above (cost and building program, and the time needed to move through design and construction), Staff is interested in discussing with Council how the project falls in place with other development opportunities and pressures that may encounter the City, the site, and the project. For example, if our outside funding efforts are unsuccessful and the decision is made to reduce the overall building program somehow, does that impact the suitability of the 501 Richmond Street site? Or, if the Council determines that the project should be deferred or de-prioritized for the near term, what private development implications does that have?

As we anticipate learning soon about the fate of our bonding request, Staff felt it was important to re-engage the Council in a discussion about the project, so that we can be ready to hit the ground running as soon as possible in any efforts to move this important project forward. The proposed building program is included for reference on the next page, and the Oertel report is also attached and encouraged for review prior to Monday's meeting.

SOURCE OF FUNDS:

A discussion on the potential sources of funding for a replacement Public Works Facility is provided above.

**SITE FEASIBILITY STUDY AREAS
(30 YEAR PROGRAM)**

MAIN FACILITY:

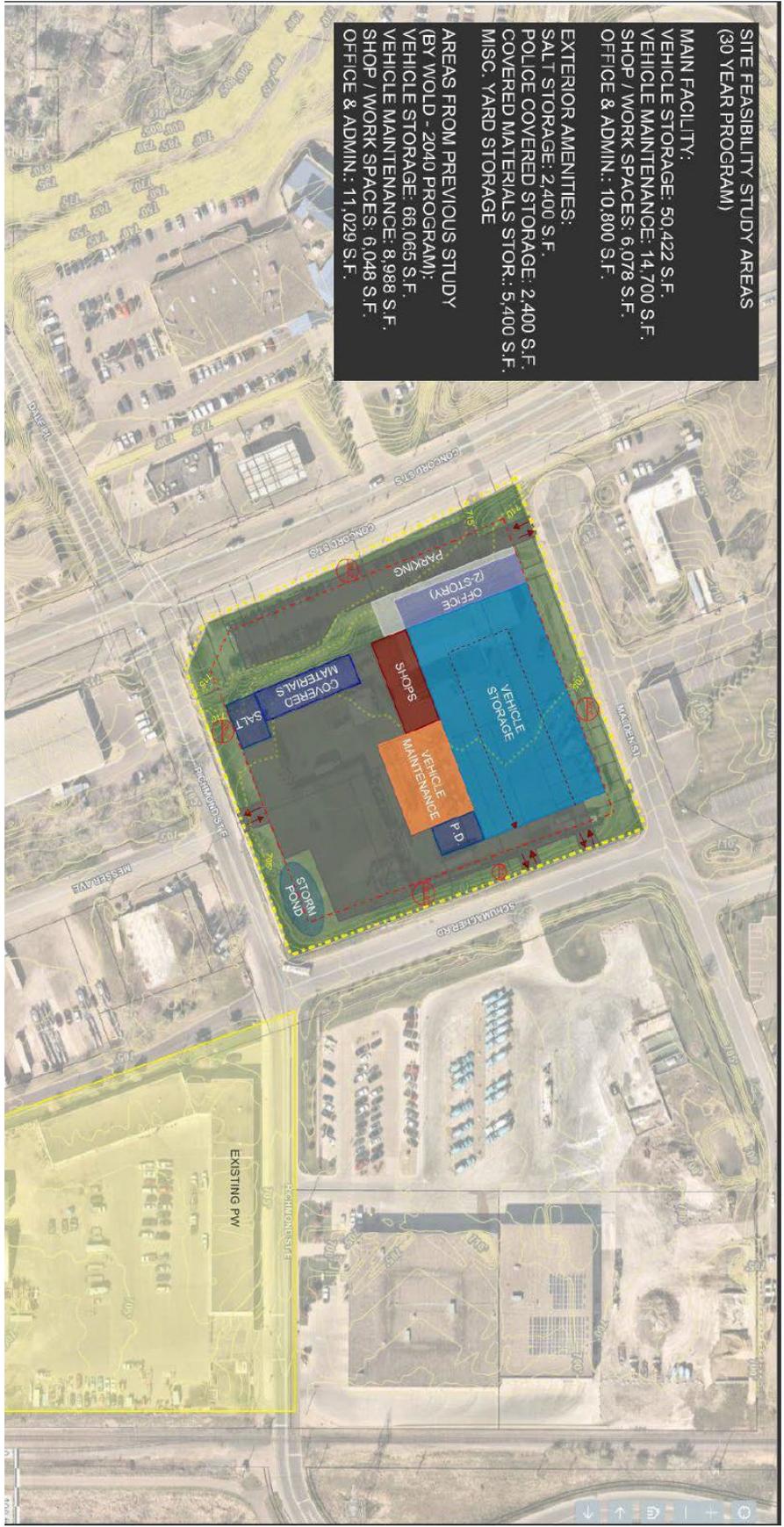
- VEHICLE STORAGE: 50,422 S.F.
- VEHICLE MAINTENANCE: 14,700 S.F.
- SHOP / WORK SPACES: 6,078 S.F.
- OFFICE & ADMIN.: 10,800 S.F.

EXTERIOR AMENITIES:

- SALT STORAGE: 2,400 S.F.
- POLICE COVERED STORAGE: 2,400 S.F.
- COVERED MATERIALS STOR.: 5,400 S.F.
- MISC. YARD STORAGE

**AREAS FROM PREVIOUS STUDY
(BY WOLD - 2040 PROGRAM):**

- VEHICLE STORAGE: 66,065 S.F.
- VEHICLE MAINTENANCE: 8,988 S.F.
- SHOP / WORK SPACES: 6,048 S.F.
- OFFICE & ADMIN.: 11,029 S.F.





City of
SOUTH ST. PAUL
Minnesota

**PUBLIC WORKS FACILITY
ASSESSMENT REPORT**

FINAL REPORT: SEPTEMBER 26TH, 2023

SOUTH ST. PAUL, MN



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Staff from Oertel Architects, Ron Betcher and Eric Werner met with Public Works Director Howard Steenberg on April 12, 2023 to discuss and tour the South St. Paul Central Maintenance Facility in South St. Paul, MN. Mr. Steenberg presented a tour throughout the facility and explained overall operations, current deficiencies, operational challenges with the current amenities, and which spaces are functioning sufficiently.

The goal of this visit was to analyze the ability of conditions to continue to support best practices for efficient and safe delivery of Public Works operations. Best practices include: how the space is functioning, how easily staff is able to perform their duties and tasks, how safe working spaces are, and if there is enough storage to meet the demand of the space. The facility’s structural, mechanical, and electrical conditions will be addressed in more detail by a separate facilities study report by Kraus-Anderson. Select photos that illustrate the operational and architectural concerns are included in this report.

Each space has been given a status, reflected using three different-colored squares.

- Green: Space is supporting Public Works operations. Little intervention needed
- Yellow: Space is supporting Public Works operations to an extent. May need some moderate improvements.
- Red: Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

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EXECUTIVE SUMMARY:

Oertel Architects performed an analysis of the facility for general code compliance, operational functionality, and predicted future growth and needs. Below is an outline of our recommendations and findings.

The existing facility does not currently support the storage of all of the vehicles and equipment of the departments which operate out of the Public Works facility. The departments attempt to store as much of the vehicles and equipment indoors as possible, however this requires stacking vehicles and equipment within the available spaces, end to end. This has a direct impact on operational efficiencies, due to double and triple handling of the vehicles and equipment to access those items which have been stored “behind” other equipment. This can be extremely detrimental to services times, especially during emergency situations, such as watermain breaks and snow emergencies. The extra handling of vehicles and equipment also contributes to excess wear on those items, and increases the risk of staff injuries. Many of the vehicles and equipment are quite expensive, improper storing results in increased maintenance and replacement costs. In order to properly accommodate the existing vehicles and equipment in a safe, secure, and operationally efficient manner the facility would need to be doubled in size relative to the current square footage, from approximately 35,285 s.f. to 72,406 s.f. However, long term planning to accommodate needs for a 30 year time period results in a space needs requirement of 82,000 s.f.

In addition to the lack of appropriate storage for the departments’ vehicles and equipment the existing facility does not meet current code requirements for numerous items. Portions of the existing vehicle and storage areas lack floor drains, which are required for vehicles and equipment that use petroleum products. The existing facility does not have CO2 and NO detectors or air handling units to remove vehicle exhaust from the building. The facility does not have the appropriate emergency eye wash / shower stations required in these types of buildings. The office and administrative / support areas are not properly isolated from the vehicle areas, to mitigate the infiltration of vehicle exhaust. Bulk fluids for vehicle maintenance lack containment provisions, which again does not meet current code standards. Electrical systems are outdated, and many amenities do not meet current code or operational requirements. Many of the support areas, such as the multi-purpose, training and breakroom, and the locker rooms are not accessible, which does not meet current code requirements. The support and administrative areas, in addition to not meeting code requirements, lack the appropriate spatial and functional requirements to meet current operations. In general, the entire facility requires numerous upgrades and replacements just to meet current code requirements, in addition to the general lack of appropriate space to meet current operational requirements (as previously indicated).

Qualified and experienced staffing for public works departments and operations can be challenging to obtain and retain. One means of attracting and maintaining appropriate, experienced staffing levels is to have appropriate, fully functioning, and efficient works spaces. The current facility is severely lacking by industry standards, specifically in lack of space, not meeting current code standards, and a general lack of amenities which are readily available in modern Public Works facilities.

IDENTIFICATION OF NEEDS:

The building was analyzed in terms of current building layout and review, condition assessment, departmental and staff interviews, our program analysis, comparison to other facilities within the metro, and current overall industry standards. The following areas were identified as current needs within the facility:

- GENERAL SPATIAL DEFICIENCIES IN ALL AREAS, FOR ALL DEPARTMENTS
- LACK OF NECESSARY BUILDING SPACE HAS A DIRECT IMPACT ON OVERALL OPERATIONAL EFFICIENCY, WORKER SAFETY, AND PUBLIC SERVICES RESPONSE TIMES
- UNDERSIZED FACILITIES HAVE A DIRECT IMPACT ON SAFETY, EFFICIENCY, AND OPERATIONAL COST
- EMPLOYEE RECRUITMENT AND RETENTION
- NUMEROUS ADA / CODE COMPLIANCE DEFICIENCIES, MANY SPACES, FUNCTIONS AND OPERATIONAL AMENITIES ARE NOT ACCESSIBLE
- ELECTRICAL AND MECHANICAL SYSTEMS ARE OBSOLETE & DO NOT MEET CURRENT STANDARDS OR BUILDING CODES
- LACK OF A BACK-UP GENERATOR, CRITICAL FOR OPERATIONS DURING POWER OUTAGES
- EXISTING BUILDING CONFIGURATIONS CREATES NUMEROUS OPERATIONAL AND ENERGY USE DEFICIENCIES
- RETROFIT/RENOVATIONS TO EXISTING BUILDING WOULD BE CHALLENGING OR TECHNICALLY INFEASIBLE
- ADDITIONS WOULD BE CHALLENGING AND COSTLY GIVEN EXISTING BUILDING CONFIGURATIONS, SITE LIMITATIONS, AND AGE OF EXISTING BUILDING

INDIVIDUAL SPACE ASSESSMENT SUMMARY:

A. OFFICE AREA

The current training, lunchroom, and locker rooms are located on the upper level without an elevator or other provisions for ADA access. The locker room/restrooms are not accessible in terms of clearances, counter mounting heights, handrails, etc. The kitchen area is not accessible in terms of counter heights, appliances, required prep area, etc. These needs, coupled with the overall need for additional space for large training events, additional and separate shared computer area, and a larger restroom and locker area makes this scope of work a priority item. The office area lacks any dedicated training rooms and conference rooms.

B. VEHICLE MAINTENANCE AREA

The Vehicle Maintenance area was one of the key needs identified during the study. The current space lacks the floor area, ceiling clearance, equipment, overhead door clearance, and mechanical/electrical infrastructure necessitated by current equipment and service demands. The vehicle maintenance department, not only services all of the public works department vehicles and equipment, but also all of the City vehicles including outside departments such as the police and fire departments. In addition, the layout of the area causes some entering/exiting and operational flow issues. A retrofit of the current area would be costly and technically infeasible.

C. VEHICLE STORAGE AREA

As stated in the report, sometimes a building issue comes down to a simple need for more room. This certainly is the case with vehicle storage as the departments simply lack the room to store all of the vehicles inside, even with double and triple handling. The building configuration lacks any drive lanes, which increases energy use due to many overhead doors, results in operational inefficiency and safety concerns.

D. DEPARTMENTAL WORK SPACES/SHOPS/STORAGE

As is the case with the remainder of the building functions, a general lack of available space results in many functions for the various departments are scattered throughout the existing building. Staff indicated that having enough room for shop/work space, equipment storage and staging, adequate offices for supervisors, and a room for morning muster and staff meetings would aid in communication, organization, operational efficiency, and overall staff satisfaction.

E. SITE

The site is being used to its maximum potential, there is no room for building expansion without displacing exterior storage and operational functions. The site lacks stormwater treatment, bulk materials storage bins are not covered and are undersized. Due to the lack of an internal wash bay, washing of vehicles takes place outside, on site. Run off from vehicle washing is unable to be controlled. The site lacks fleet fueling on site – currently fleet fueling at gas stations.

SUMMARY OF EXISTING BUILDING AREAS AND ACTUAL REQUIRED NEEDS:

Existing Building	32,485 SF	First Floor
	2,800 SF	Second Floor/Mezzanine
	35,285 SF	Total
Proposed Building Program (30 year needs)	10,800 SF	Office
	50,422 SF	Vehicle Storage
	14,700 SF	Vehicle Maintenance
	6,078 SF	Departmental Work Spaces/Shops
	82,000 SF	Total

BASIS OF ASSESSMENT:

The assessment of the facility was based on an evaluation of past, current, and future operations using the following general criteria:

- ☐ Staff/Fleet/Facility Make-Up
- ☐ Population Growth
- ☐ Existing Facility Growth
- ☐ Lane Mile Demand
- ☐ Current Industry Design Standards
- ☐ On-Site Tours and Staff Interviews
- ☐ Methodology

FLEET MAKE-UP:

The city has a fleet of vehicles and equipment that ranges from small construction equipment like skid-steers, to road vehicles like police and fire department use vehicles, to large construction equipment like excavators and large trucks for snow removal. The Public Works Facility stores the majority of the vehicles and equipment specifically used for the public works departmental activities. It is understood that some vehicles and equipment for Parks and Utilities are stored off-site at specific locations. The Public Works mechanics are also responsible for the service and maintenance of all these vehicles, as well as all Police, Fire, and City Hall staff vehicles.

Like most departments, the equipment gets divided into two primary categories: Large versus Medium. Large pieces of equipment include the single and tandem axle trucks used for snow removal and material hauling, large construction implements (excavator and loader), and other specialized maintenance vehicles (vector trucks, sweepers, bucket trucks, etc.). Medium-sized vehicles include every other piece of equipment but range from full-size pick-up trucks to any small specialized implements, such as skid steers (Bobcats). The large pieces are typically the items that have the highest initial capital investment. They also are typically the vehicles that require the most amount of day to day maintenance. Because of this investment level, it is critical that they are stored safely and in heated areas to reduce wear and prolong the use and value of the city’s investment.

The medium or smaller pieces are generally the easiest to service, and therefore often vary greatly in terms of age, condition, etc. However, they are also easier to resell and purchase new as these pieces have a lower initial capital investment. Vehicles like pick-up trucks serve a similar work purpose to the larger trucks, and therefore should also be stored indoors. Some pieces, such as trailers, are seasonal and can be stored within non-tempered storage facilities. A city’s vehicle fleet is the group of tools in which the city personnel provides the essential services to its residents. These tools are a large expenditure/investment made by city leadership on behalf of the residents and they need to be protected and maintained to provide the best possible return **on that investment.**

During staff interviews, it is anticipated that some smaller vehicles such as cars/vans for City Hall use may be electrical vehicles in the future.

POPULATION GROWTH:

South St. Paul is the 61th most populous city in Minnesota. The 2020 census listed the population at 20,759 and the current population estimate indicates a population of 20,506. The 2010 census listed the population as 20,160. It is uncertain whether the population will grow or decline in the future. The City has experienced some recent higher density building, such as the Yards and the Backyards. Other high density developments such as Bryant’s Ridge, currently under review by the City, may prove to increase the population of the City.

EXISTING FACILITY GROWTH:

The existing facility was built in 1970, and the operational needs have outgrown the existing building. Currently some of the vehicles and equipment are stored outdoors and at other City owned buildings. To meet operational demands and meet current industry standards, the existing building would require extensive renovations and large scale additions. Both additions and renovations would be challenging given the site limitations, the existing building configuration and the overall age of the existing facilities.

STAFFING:

The current staffing breakdown is as follows:

- Public Works = 3
- Facilities Maintenance/Operations = 1
- Parks = 7
- Streets = 7
- Utilities = 4
- Mechanics = 2
- Seasonal = 7

It is anticipated that the City will be building a new water treatment plant in the future, when that occurs the Utilities department would need one additional staff member. Given the number and quantity of vehicle and equipment which is being maintained by the Mechanics any additional workload would likely require another Mechanic.

For best practices we are using a staffing and equipment increase percentage of 5% for every 10 years in our proposed 30 year program. This would accommodate one additional Mechanic over that time period, and 2 additional full-time staff members for each department (Parks/Streets/Utilities).

LANE MILE DEMAND:

While there might be density increases over time, most of the city is built-out, therefore it is not anticipated that there will be any lane miles added to the serviceable area.

CURRENT INDUSTRY DESIGN STANDARDS:

As a firm, we have completed over 50 studies and 40 public works related buildings in the last ten years. Over this time, we have refined and adapted our programming spreadsheet using practical “real-world” examples from across the metro. This program is used to provide a “snapshot” of how the facility compares to others in terms of site area, building size, fleet size, building services, and general layout.

ON-SITE TOURS AND STAFF INTERVIEWS:

In our mind, the most critical part of any building needs analysis is staff interviews. Learning what is currently working well and what isn’t working populates a list of potential needs but also are indicative of underlying operational practices and philosophies. These conversations are critical to discovering and working through departmental synergies and conflicts and identifying alternate options for perceived problems. Some or most of the strategies discussed in this report have been shaped and informed by these meetings. A detailed summary of the interviews is attached at the end of this report.

METHODOLOGY:

The process for this study project is condensed into the following steps:

1. Project Kick-off meeting
2. Information Gathering
3. Existing Facility Site and Building Photo documentation
4. Existing Facility Written Evaluation
5. Building Program Development
6. Draft Report Development and Review
7. Final Report

EXISTING FACILITY EVALUATION:

Staff from Oertel Architects, Ron Betcher and Eric Werner met with Public Works Director Howard Steenberg on April 12, 2023 to discuss and tour the South St. Paul Central Maintenance Facility in South St. Paul, MN. Mr. Steenberg presented a tour throughout the facility and explained overall operations, current deficiencies, operational challenges with the current amenities, and which spaces may be functioning sufficiently. Following that initial site visit Eric and Ron conducted staff interviews on June 7th, 2023.

The goal of the visits was to analyze the ability of conditions to support best practices for efficient and safe delivery of Public Works operations. Best practices include: how the space is functioning, how easily staff is able to perform their duties and tasks, how safe working spaces are, and if there is enough storage to meet the demand of the space. The facility's structural, mechanical, and electrical conditions were addressed in more detail by a separate facilities study report by Kraus-Anderson. Select photos that illustrate the operational and architectural concerns are included in this report.

SITE AND EXISTING BUILDING ASSESSMENT:

The following are highlights of the site and building review:

SITE:

City of South St. Paul Central Maintenance Facility Public Works, Streets, Utilities, Parks

Spaces/Functions:

- Staff Parking
- Main Facility
- Bulk Material Bins and Site Storage
- Fabric Covered Salt Storage
- Cold Storage
- Misc. Material and Parts Yard Storage
- Site Work Area
- Fuel Cubes
- Brine Storage Tank

Facility Observations:

- The Central Maintenance Facility is located towards the south side of South St. Paul, along the western edge of the rail line, near the Mississippi River, I-494, and Concord St. S.
- The main facility is constructed of CMU load bearing walls, with steel joists and decking, and a built-up roof. Combination of concrete slab on grade and asphalt for floor surfaces.
- The Cold Storage Facility is a pre-engineered metal building with metal siding and roofing.
- The Salt Building is a tensile fabric building on steel truss frame.
- Site Area is partially secure. Site is fenced and gated, security cameras are installed to observe portions of the buildings.

SITE CONTINUED:

The main facility is located on the north and west perimeters of the site. The bulk material storage area, salt storage, and the cold storage building are all along the south side of the property. The central portion of the site contains personal vehicle and city owned parking, and a site work area. The east side of the yard is used for general storage, and some large item storage. The south east corner of the site has a storm water collection area, it is unknown what the drainage structure for this area is connected to.

Facility / Site Deficiencies:

- Stormwater runoff does not appear to have a true infiltration / retention / treatment area.
- Adjacency to rail line and adjacent properties does not allow for site expansion, without purchasing adjacent properties.
- The site is being used to its maximum potential, there is no room for building expansion without displacing exterior storage and operational functions.
- Bulk Materials Storage bins are not covered and are undersized. Being uncovered does inhibit efficiency during winter conditions, as materials become saturated with water and freeze in place.
- Due to the lack of an internal wash bay washing of vehicles takes place outside, on site. Run off from vehicle washing is unable to be controlled.
- No fleet fueling on site – currently fleet fueling at gas station.

Systems Overview:

- Asphalt paving
- Chain link fence enclosure
- Site storm water sheet flow to drainage structure



MAIN FACILITY:

Central Maintenance Facility for staff, operations, and equipment storage and service for the Public Works: Streets, Utilities, and Parks Departments of the City of South St. Paul.

Spaces:

- Administrative / Staff Areas
- Vehicle and Equipment Storage
- Work Areas (Shops – Various)
- Vehicle Maintenance

Facility Observations:

It is estimated the primary facility was constructed in 1970. All typical municipal infrastructure maintenance functions are located at this facility. Available space is well organized and used given the limitations and general lack of space within the existing building. Specific work areas are at capacity for storage or work activity, both observed during tour, and as indicated in survey.

Administrative / Staff Areas – Approx. 3,500 SF

Vehicle Storage – Approx. 20,000 SF

Work Areas (Shops) – Approx. 3,635 SF

Vehicle Maintenance – Approx. 5,900 SF

Facility Deficiencies:

- Does not meet current ADA requirements.
- Restrooms, plumbing fixtures
- No elevator for 2nd floor access to Admin. Area
- No restrooms / locker rooms on 1st floor
- Built-in equipment/furnishings
- Locker rooms, showers
- Baseline accessibility issues throughout the facility
- Inadequate ventilation / HVAC systems.
- Many spaces have been repurposed over the years in an attempt to meet operational needs, many activities and spaces are compromised and undersized as a result.
- Insufficient energy conservation: lack of insulation at walls, roof, windows, excessive overhead doors
- Lack of appropriate space for all operational components
- No wash bay

MAIN FACILITY CONTINUED:

- Overhead doors undersized for current equipment
- Inadequate lighting
- No floor drains in vehicle areas
- Lack of back-up power/generator
- Does not meet current OSHA standards
- Equipment must be rotated seasonally due to lack of space (inefficient)
- Equipment must be maneuvered / handled multiple times due to lack of space (inefficient use of time/safety)
- Portions of the building are settling, cracking, failing causing moisture infiltration.
- Insufficient space and amenities for additional staffing and equipment
- Portions of the metal flashing / coping / fascia are failing or deteriorating.

Systems Overview:

- HVAC - Package units (heating and cooling) for Admin. Area only, Vehicle/Shop/Maintenance Areas – Gas fired overhead radiant heat, limited ventilation
- Electrical – Original switchgear at capacity, no room for additional circuits. Mixture of fluorescent and LED fixtures.



OFFICE/ADMIN/SUPPORT AREA:

Office area, staff amenity areas and facility operational spaces

Spaces:

- Meeting and Training Room
- Private and Shared Offices
- Restrooms and Locker Room
- Break Room and Kitchenette
- General Storage and Mechanical

Space Observations:

There is a general lack of space to meet operational needs. The lower level office spaces are in better condition than the second floor spaces. There is a lack of a large conference room or the ability to separate the lunchroom into a space that can accommodate staff meetings or larger interdepartmental meetings. Small meeting/conference rooms do not exist in the current office area configuration. The current lunchroom, training room, and locker rooms are all located on the second floor of the facility. There is currently no elevator for accessibility between the two levels. The locker/restrooms are crowded and do not meet current ADA clearance standards or baseline staff needs. This is further compounded during the summer when seasonal employees are hired. There are potentially some indoor air quality concerns in the office areas. Given the configuration of the building and the reliance on multiple HVAC units of varying ages; it may be that creating proper air pressurization is not possible given the current equipment. The condition might also be complicated and exacerbated by the general lack of appropriate make-up air/exhaust units within the vehicle areas.

- Overhead doors undersized for current equipment
- Inadequate lighting
- No floor drains in vehicle areas
- Lack of back-up power/generator
- Does not meet current OSHA standards
- Equipment must be rotated seasonally due to lack of space (inefficient)

Facility Deficiencies:

- The Administrative area is undersized to meet the operational requirements of the current staffing levels.
- Majority of shared spaces are on the second floor with no accessible ADA access.
- No elevator to second floor.
- None of the existing restrooms, showers, and locker rooms are ADA compliant.
- Many original finishes could use replacement.
- Training and meeting room is the same space as used for breaks and lunch.

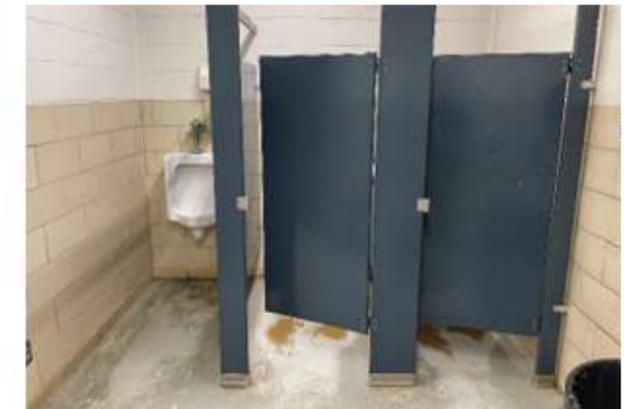
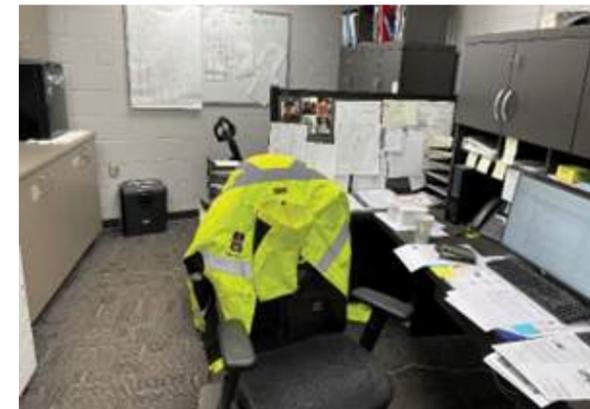
OFFICE/ADMIN/SUPPORT AREA CONTINUED:

Facility Deficiencies:

- Small, dark spaces with little or no views and natural daylight.
- Locker room / restroom opens directly into lunchroom / meeting room.
- The few windows in the office area are single pane with no insulating value.
- Insufficient general and task lighting.
- Possible that the space does not provide positive pressure (HVAC) which can lead to indoor air quality concerns from vehicle and equipment exhaust, welding, etc. from adjacent maintenance and shop areas.

Systems Overview:

- M/E: Package unit forced air
- Lighting: Mixture of fluorescent and LED
- Security and Access Control via card access at main door
- Mixture of flooring in office area (carpeting/epoxy flooring)
- Painted c.m.u. and gyp. board with vinyl base
- Acoustic ceiling tile in grid



TEMPERED VEHICLE AND EQUIPMENT STORAGE:

A mixture of vehicle / fleet / equipment storage and some shop space.

Spaces:

- Heated vehicle storage
- Utility department misc. storage and shop space (temporary partitions divide it from the larger vehicle and equipment storage area)
- Parks department misc. storage and shop space (temporary partitions divide it from the larger vehicle and equipment storage area)

Space Observations:

Storage area is well organized, but at capacity. There is no central drive lane, all parking is “stacked” end to end with access to individual overhead doors. Interior height is minimal, some spaces have structural joists which are lower than the overhead door openings. Portions of vehicle storage have been insulated to the extent possible to convert cold storage spaces to heated storage. The existing vehicle storage area currently houses most of the large vehicles within the fleet including plow trucks, sweepers, trailered vehicles, etc. The space itself is at capacity, especially at the end of the day. The last vehicles back park in the stalls as space allows. This necessitates the double and triple handling of vehicles if staff need to utilize a specific vehicle. This condition can greatly increase the potential for incidental damage to vehicles due to tight conditions. There is a significant lack of natural/artificial lighting within the space and multiple indicators of possible indoor air quality issues. The vehicle storage area lacks any floor drains, making cleaning of the space extremely challenging. Ultimately, the major issue with vehicle storage comes down to a lack of space. Staff needs more consolidated indoor parking space within the main building to properly coordinate and stage departmental parking efficiently.

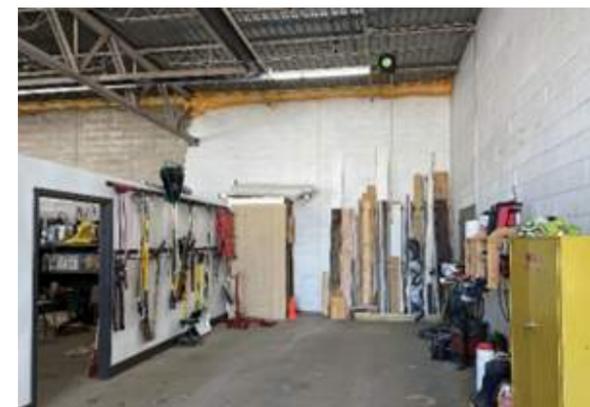
Facility Deficiencies:

- Lack of CO2 and NO detectors .
- Lack of Make Up Air units to circulate and exhaust vehicle exhaust fumes.
- No trench drains, making cleaning extremely difficult, build up of water puddles during winter months (snow).
- No natural daylighting.
- Lack of automated and sectioned lighting.
- Some floor areas are asphalt, difficult to clean and maintain.
- Lack of sufficient headroom.
- No task lighting.
- Insufficient air and water drops.
- Portions of the building are settling, cracking, failing causing moisture infiltration.
- Overhead doors are not wide enough for current vehicles, requiring some vehicles to be brought into the building at an angle, reducing operational efficiency, safety, and reducing overall parking space.
- No wash bay, increased wear on vehicle and equipment since they are unable to be properly cleaned, especially after winter snow events.

TEMPERED VEHICLE AND EQUIPMENT STORAGE CONTINUED:

Systems Overview:

- Overhead gas fired radiant heating.
- Some intermittent ventilation (minimal and inadequate).
- Florescent lighting.
- Minimal electrical services (currently at capacity).



DEPARTMENTAL WORKSPACES/SHOPS:

Workspaces and shops for various departments. Spaces for fabrication and equipment maintenance and assembly, tool and part storage

Spaces:

- Sign Shop
- Utility Shop
- Parks Shop
- Streets Shop
- Tool and small equipment storage cribs

Space Observations:

Spaces are utilized to the fullest extent possible, with operational overflow spilling into vehicle storage and outdoors when weather permits.

The Sign shop is filled to capacity, with some storage on a mezzanine which lacks a dedicated stair for access. The sign shop lacks direct access to interior or exterior vehicle space, making loading and unloading inefficient.

The Utility shop is filled to capacity, with some storage occurring in the Vehicle Storage area with temporary partitions.

The utility shop lacks direct access to interior or exterior vehicle space, making loading and unloading inefficient.

The Parks shop is filled to capacity, with some storage on a mezzanine, and some storage in the Vehicle Storage area with temporary partitions.

The Streets shop occurs in the Vehicle Storage area.

Tools and small equipment are scattered throughout the facility, including some being stored on the second floor, due to general lack of appropriate shop space and storage space.

Facility Deficiencies:

- Lack of general work space in all shops.
- Shortage of storage (parts, equipment, and tools) in all shops.
- No small platform lifts for parks equipment.
- Lacking floor drains.
- There are no welding exhaust hoods.
- Limited number of workbenches are used for storage due to overall lack of space.
- Lack of emergency eyewash / shower stations.
- Many of the shop areas have minimal width doors, making it challenging for moving equipment into and out of spaces.

DEPARTMENTAL WORKSPACES/SHOPS CONTINUED:

Facility Deficiencies:

- Most of the shop areas lack any direct connection to vehicular areas, for directly loading / unloading to vehicles, results in a loss of efficiency and potential for work related injuries.
- Lack of natural daylighting.
- No task lighting.
- Lacking a wood shop.
- Lacking a dedicated welding and fabrication shop.

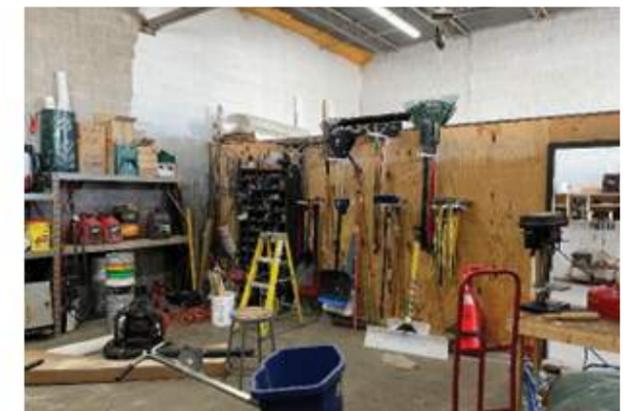
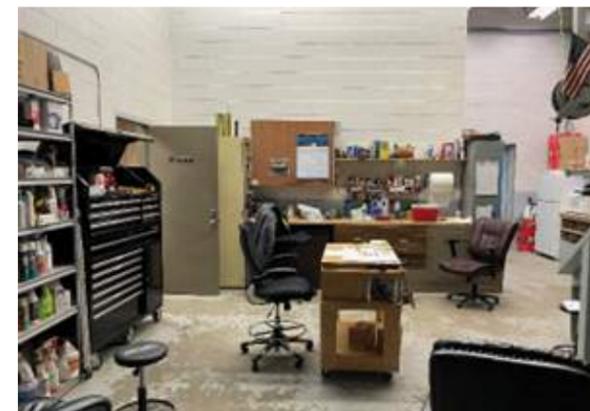
Systems Overview:

Mixture of overhead gas fired radiant heating, HVAC units.

Some intermittent ventilation (minimal and inadequate).

Florescent lighting.

Minimal electrical services (currently at capacity).



VEHICLE MAINTENANCE:

Vehicle and equipment service bays for all maintenance requirements.

Spaces:

- Vehicle Service areas
- Bulk Fluid tank storage
- Mobile Lift Storage
- Workbench area
- Tool storage
- Small Part storage
- Mechanic's office
- Metal storage
- Mezzanine storage
- Air compressor storage

Space Observations:

There are numerous conditions in the existing Vehicle Maintenance which inhibit maximum operational efficiency, and contribute to potential safety concerns. The overall clearance height is deficient by current industry standards. The double bay is also fairly shallow by current industry standards. The floor is in fair to good condition. Waste fluids are stored outdoors, adjacent to Vehicle Storage building, which is less than ideal, especially during winter conditions. All of the spaces are utilized to the fullest extent possible. The Mezzanine lacks a dedicated stair for access the space providing a potential safety concern.

The Mechanic's office is not separated from the large maintenance bay, parts storage and workspaces / workbenches. The parts and tool storage area is filled to capacity, which is resulting in overflow storage into the workspaces, limiting maintenance operations. The small maintenance bay, which contains the only fixed lift does not have an overhead crane and is very small by current standards. There is no overhead crane access in the other existing maintenance bay. While not directly required, crane access has become the standard for most facilities due to its flexibility, and ease of use for day to day activities. A crane allows for intermittent work at all areas of the floor, ease of loading and unloading.

Both wings of the mechanic's area lack proper natural and/or artificial lighting for the type of work being performed. With the overhead doors closed, staff must rely on work lights and headlamps for adequate light. This is a nuisance that can impact productivity and is also a safety concern. The floor was generally in good condition. The floor drains are under-sized but are in fair to good condition throughout. Gas-fired overhead radiant heat is used in both areas. Many new facilities use hot water in-floor radiant heating in maintenance areas. This type of heating is much more comfortable for the employees, increases safety by keeping the floor dry, and eliminates overhead obstructions for the crane, skylights, overhead doors, etc. The fresh air supply and ventilation fans both appeared beyond their expected lifespan. During the walkthrough, we noted the presence of soot and ash at registers and diffusers which is a strong indicator of a possible indoor air quality issue. The bulk fluid room appeared to lack current code-based provisions for spill containment and an emergency eyewash station.

VEHICLE MAINTENANCE CONTINUED:

Facility Deficiencies:

- Lack of overall space and proportions. Maintenance bays are small by current standards and lack sufficient height.
- Only 1, four-post fixed lift, which is not compatible with the largest vehicles; along with portable / mobile lifts. Lacking a larger 2 or 3 post, or vertical rise lift.
- Bulk Fluid tanks are single wall poly construction with no containment.
- No specific vehicle exhaust extraction.
- Smaller overhead bridge crane with chain hoist, 2 ton. 3 or 5 ton with a wire rope hoist is more typical by current standards.
- Lacking trench drains, makes cleaning more difficult and time consuming.
- No task lighting.
- Electrical services at capacity with no room for expansion.
- Overhead radiant heat, in-floor heat is more suitable for maintenance bays.
- Minimal ventilation with one exhaust fan and operable dampers for air circulation / exhaust.
- No fire suppression.
- Lacking stair access to mezzanine storage space.
- Restroom lacks sink.
- Lack of separated mechanic's office.
- Parts and tools lack secure storage space.

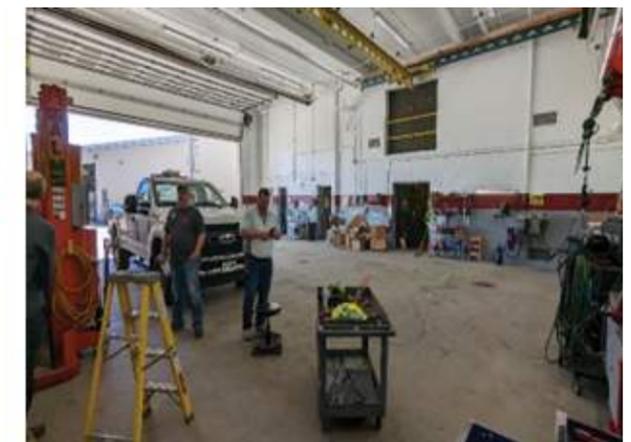
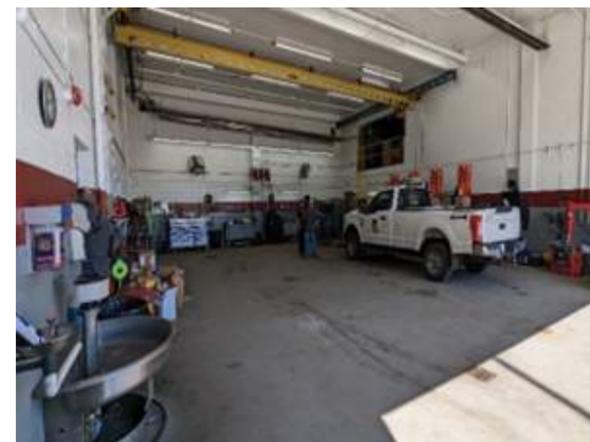
Systems Overview:

Mixture of overhead gas fired radiant heating, HVAC units.

Some intermittent ventilation (minimal and inadequate).

Florescent lighting.

Minimal electrical services (currently at capacity).



SECURITY AND CONTROL:

In the past five years, security and access control have become extremely important items relative to a municipal maintenance / public works campus. We have worked with multiple agencies on improvements in this area of concern relative to their existing facilities. The topic involves both the protection of assets and people.

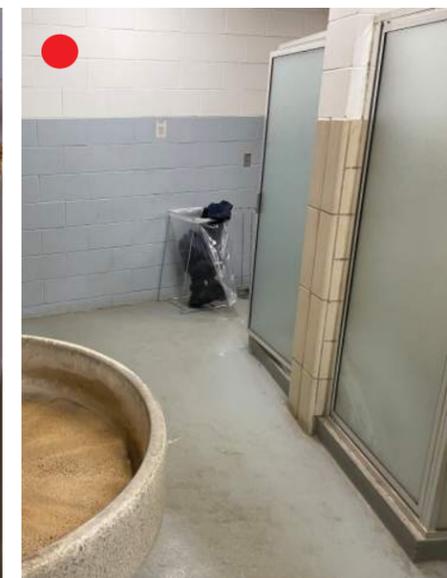
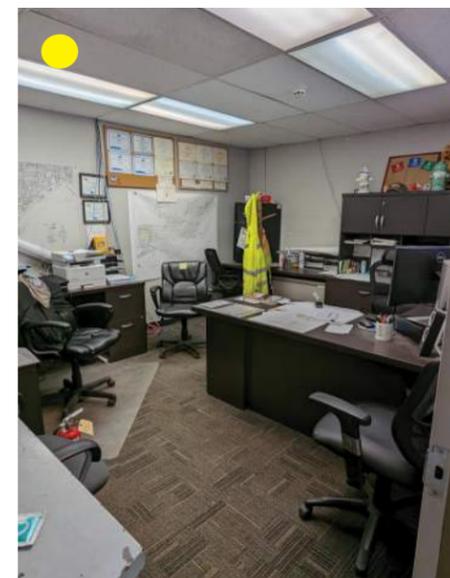
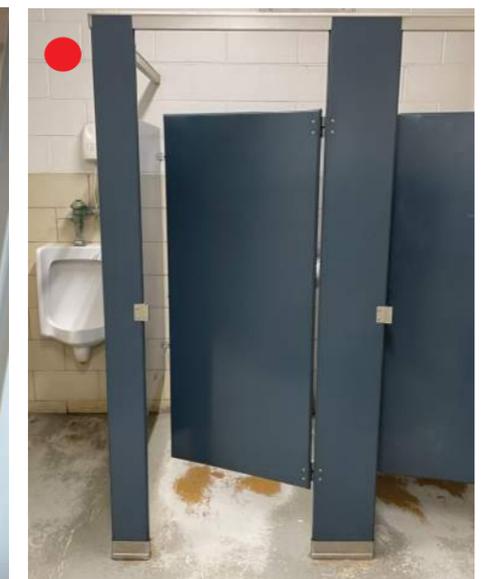
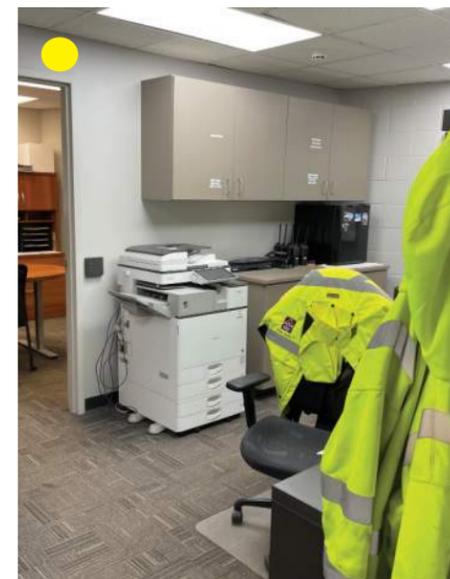
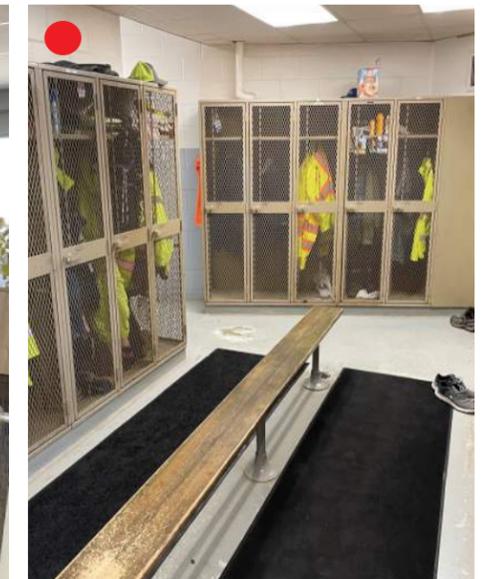
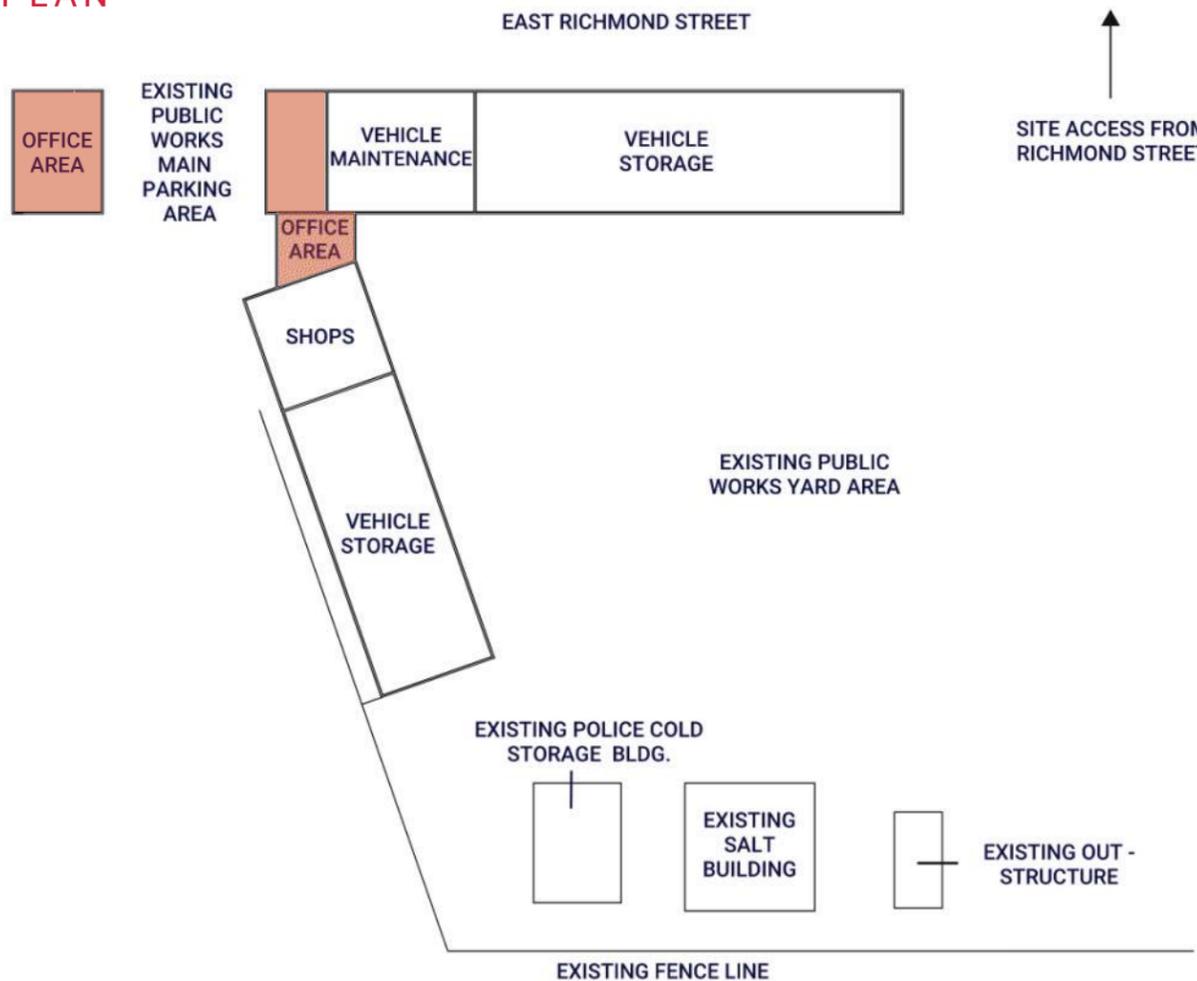
The following are our comments relative to this matter:

- Adequate surveillance at the main public entry is critical. The building is equipped with cameras at the front entry and coverage is provided for the entire perimeter of the main facility. There is limited coverage for the support buildings and yard at this time.
- Once a person or persons are in the building, there should be a way of preventing them from readily accessing the otherwise non-public spaces.
- Given the current arrangement, many of the overhead doors are left open during the day. The gate is generally left open during the duration of the work day.
- A second means of refuge or exit for staff is desirable. Should an intruder enter the building, there should be multiple avenues of escape for staff.
- The building currently employs a camera system for monitoring portions of the building.
- The site is surrounded by chain-link fencing and gates, which provide a reasonable level of security to the site during non-operational hours. Although there is currently no means of prohibiting someone from driving in and getting to any of the areas within the yard / buildings during the day, as the gate is left open during the work day.
- Controlling access of the public into the building would result in a much stronger means of defense against unwanted or questionable persons in general. Through the use of card access and a remote door opener at the main set of exterior doors and/or vestibule doors, there would be a much stronger control system. Someone at the reception desk would be able to allow people entry only after visual (and perhaps audial) verification.

The current training, lunchroom, and locker rooms are located on the upper level without an elevator or other provisions for ADA access. The locker room/restrooms are not accessible in terms of clearances, counter mounting heights, handrails, etc. The kitchen area is not accessible in terms of counter heights, appliances, required prep area, etc. These needs, coupled with the overall need for additional space for large training events, additional and separate shared computer area, and a larger restroom and locker area makes this scope of work a priority item. The office area lacks any dedicated training rooms and conference rooms.

- Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.
- Space is supporting Public Works operations to an extent. May need some moderate improvements.

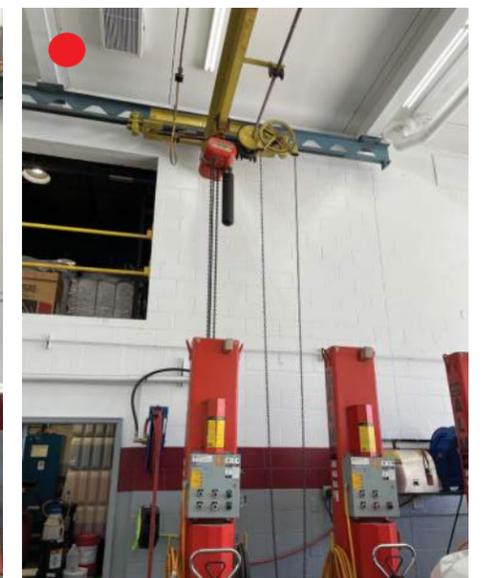
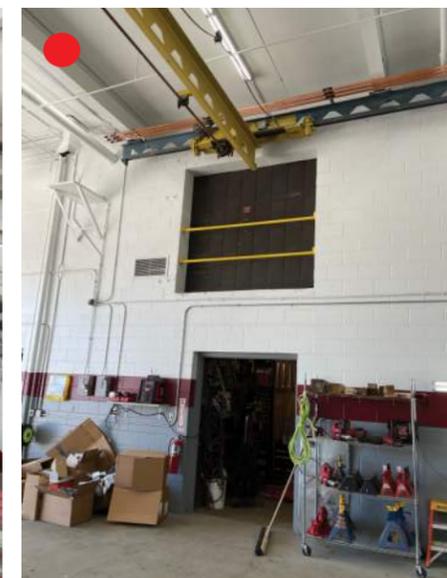
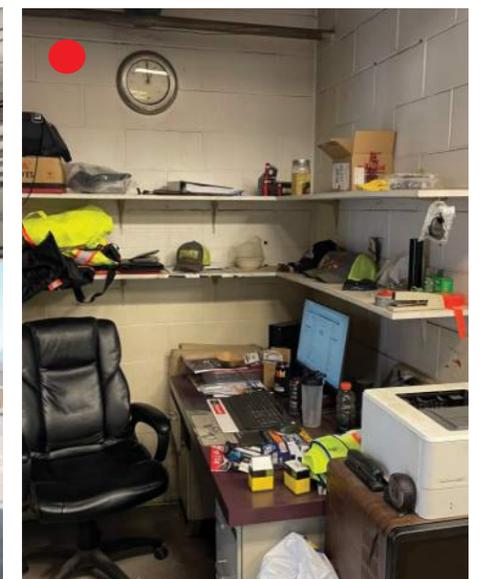
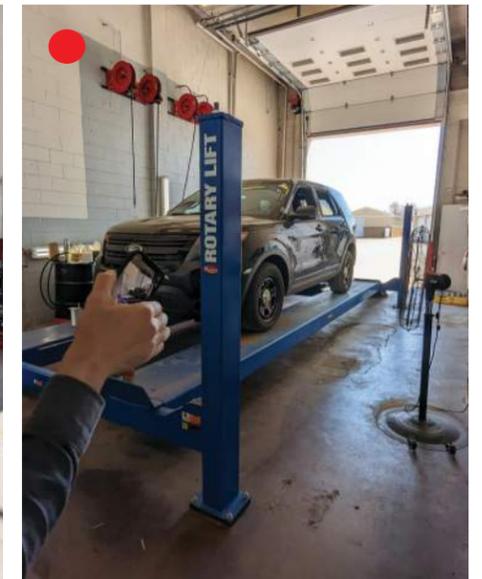
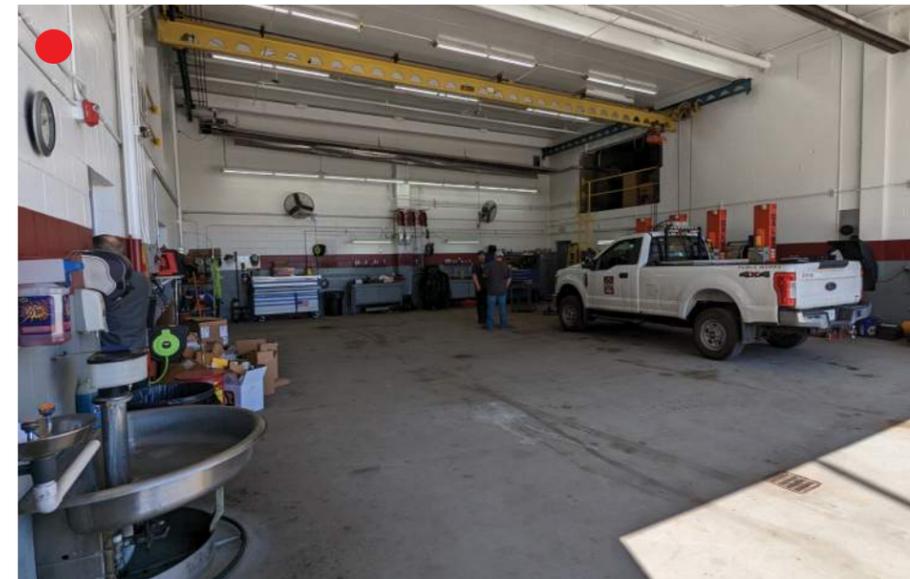
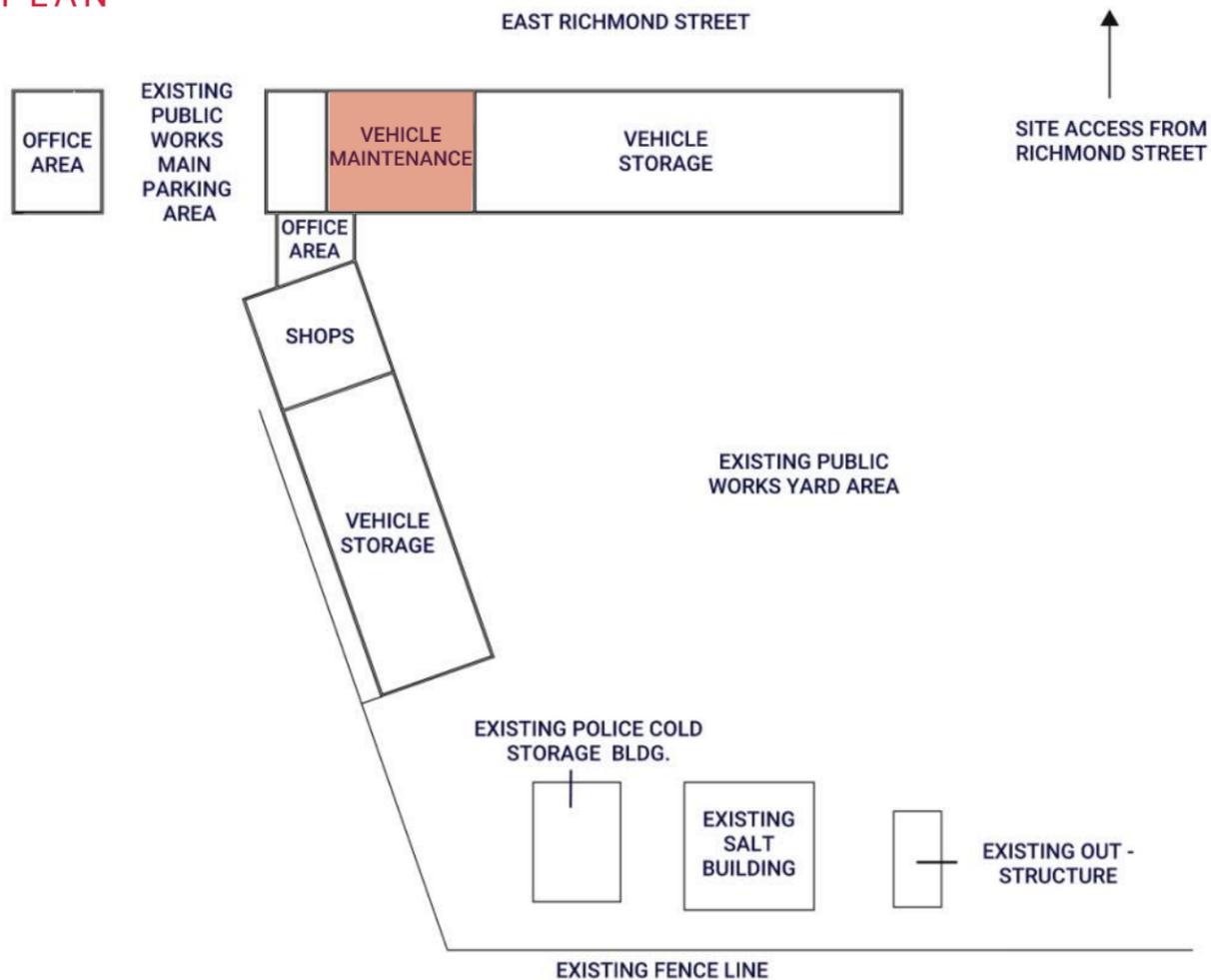
KEY PLAN



The Vehicle Maintenance area was one of the key needs identified during the study. The current space lacks the floor area, ceiling clearance, equipment, overhead door clearance, and mechanical/electrical infrastructure necessitated by current equipment and service demands. The vehicle maintenance department, not only services all of the public works department vehicles and equipment, but also all of the City vehicles including outside departments such as the police and fire departments. In addition, the layout of the area causes some entering/exiting and operational flow issues. A retrofit of the current area would be costly and technically infeasible.

Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

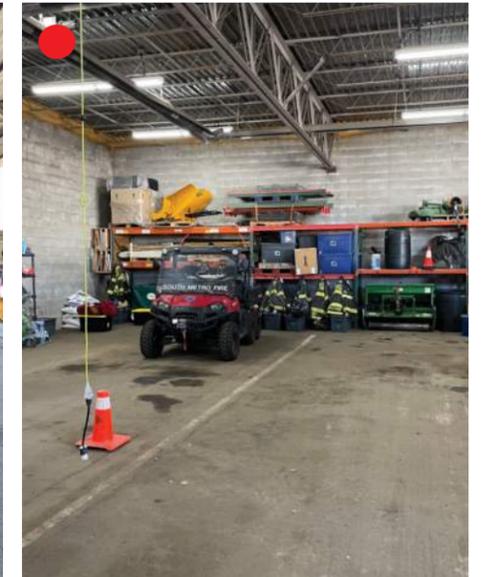
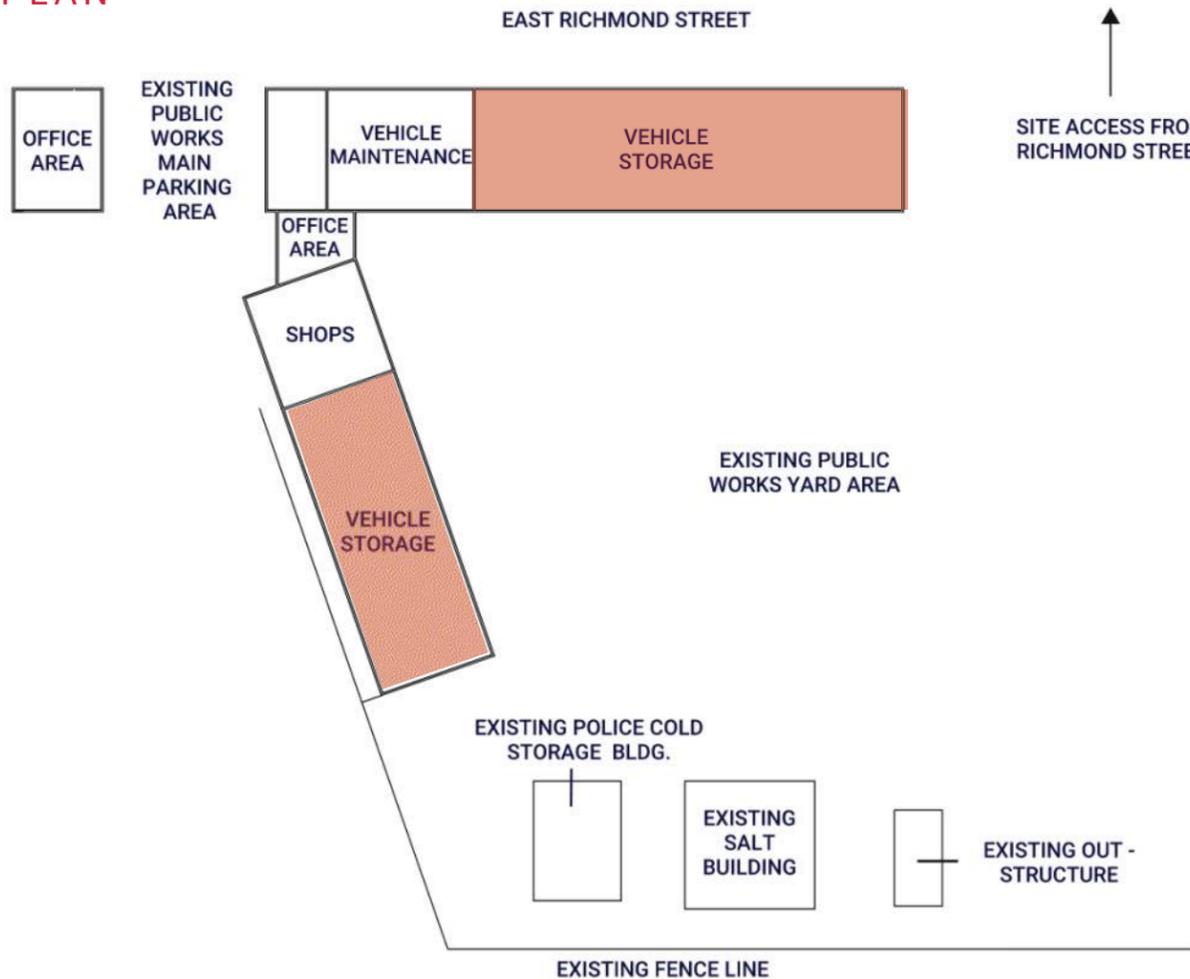
KEY PLAN



As stated in the report, sometimes a building issue comes down to a simple need for more room. This certainly is the case with vehicle storage as the departments simply lack the room to store all of the vehicles inside, even with double and triple handling. The building configuration lacks any drive lanes, which increases energy use due to many overhead doors, results in operational inefficiency and safety concerns.

Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

KEY PLAN

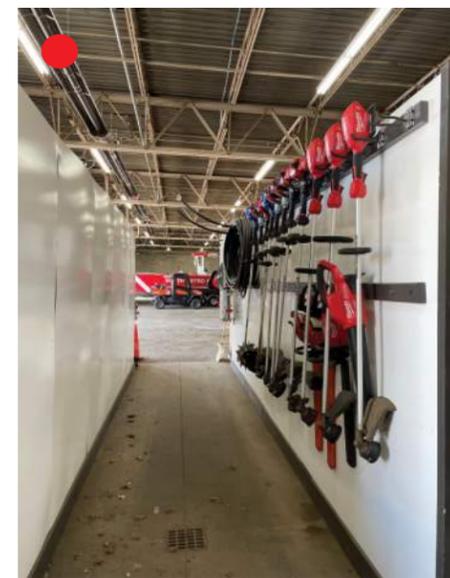
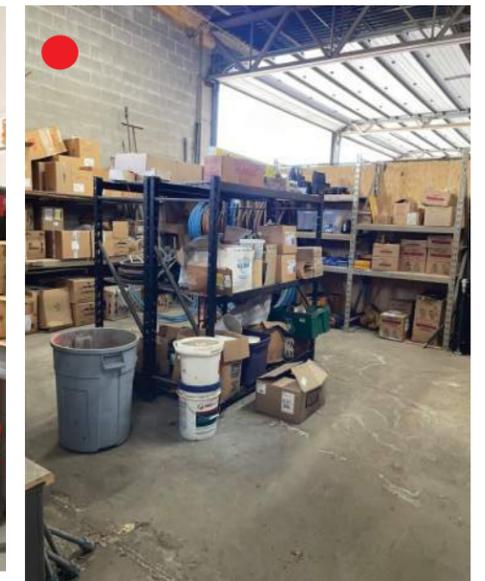
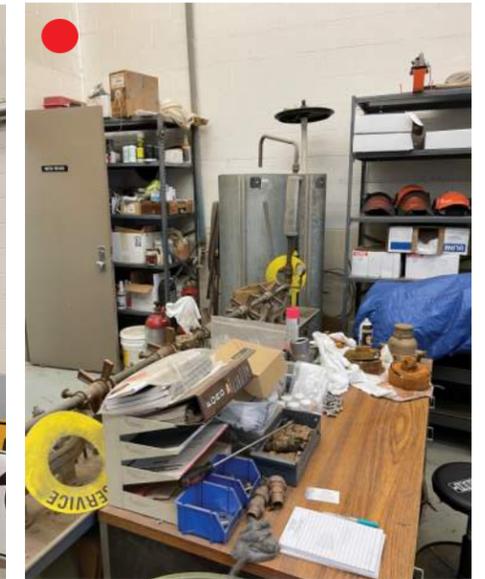
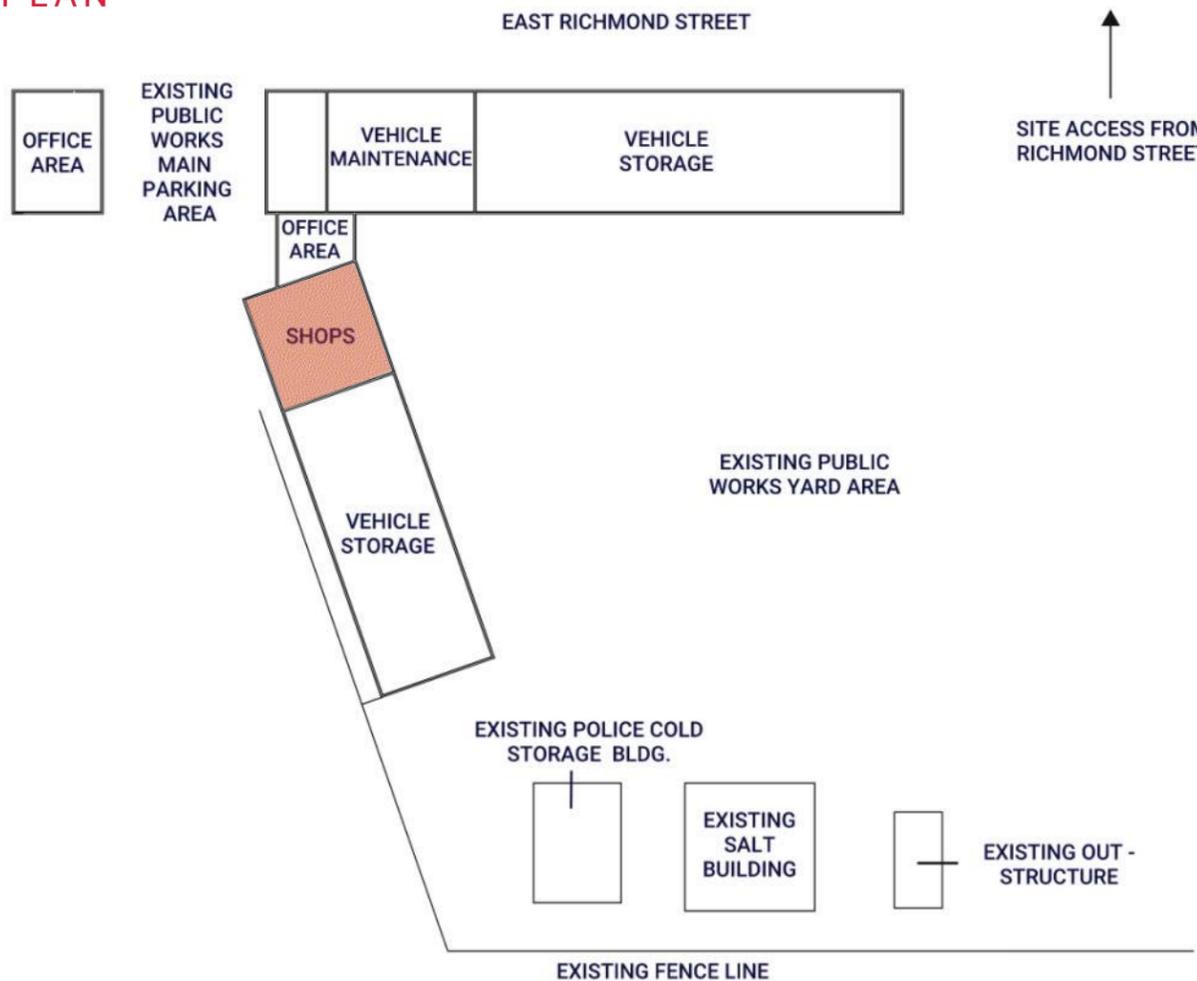


As is the case with the remainder of the building functions, a general lack of available space results in many functions for the various departments are scattered throughout the existing building. Staff indicated that having enough room for shop/work space, equipment storage and staging, adequate offices for supervisors, and a room for morning muster and staff meetings would aid in communication, organization, operational efficiency, and overall staff satisfaction.

Spaces Include: Sign Shop, Utility Shop, Parks Shop, Streets Shop, Tool and small equipment storage cribs

Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

KEY PLAN

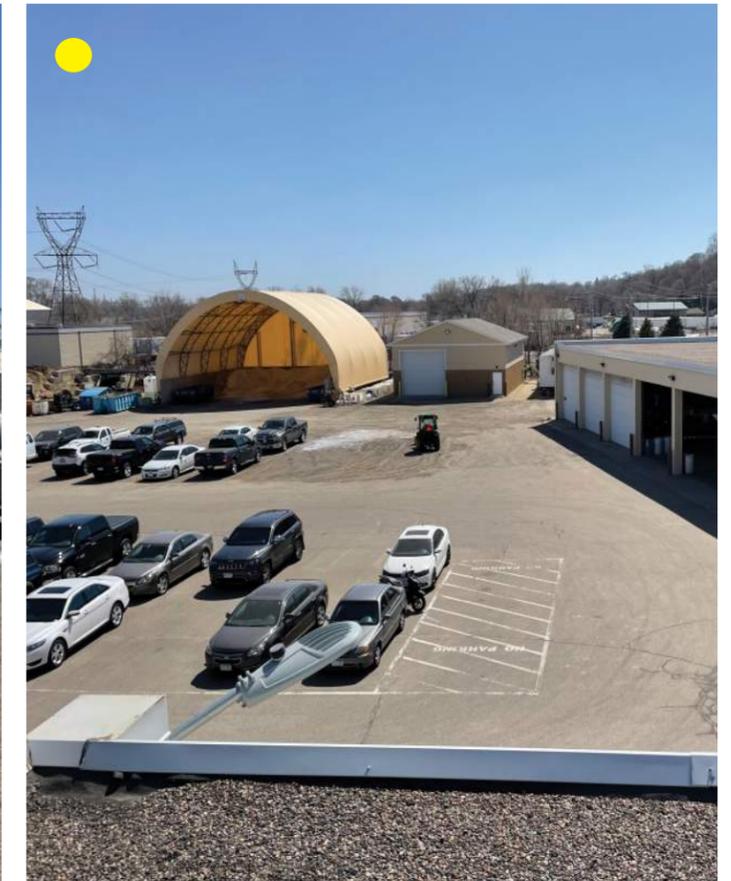
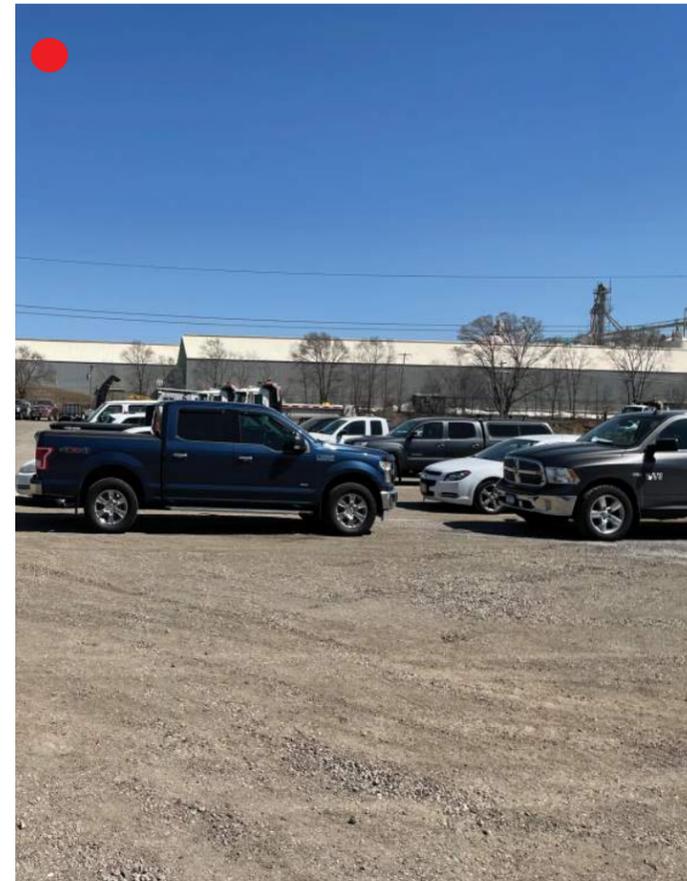
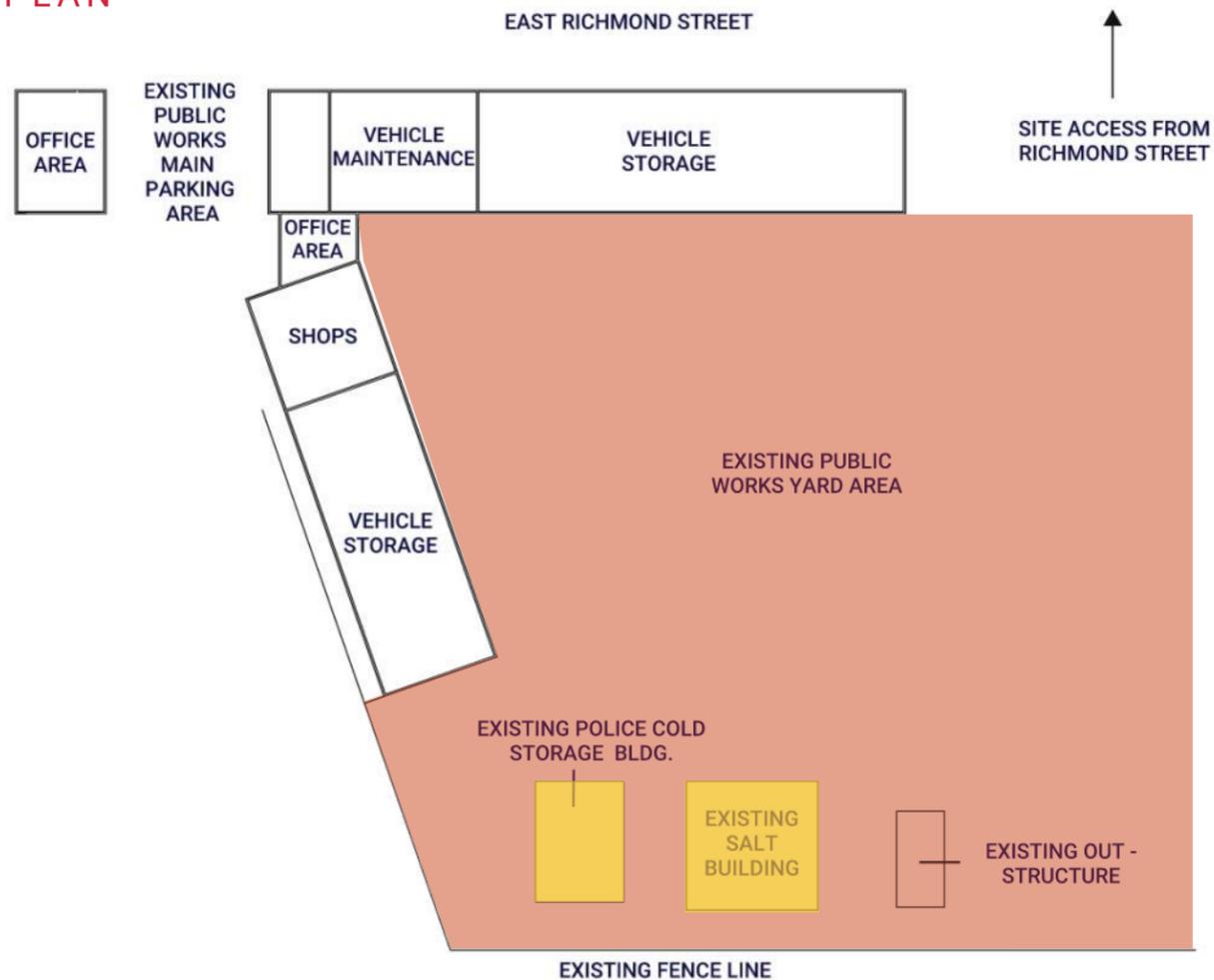


The site is being used to its maximum potential, there is no room for building expansion without displacing exterior storage and operational functions. The site lacks stormwater treatment, bulk materials storage bins are not covered and are undersized. Due to the lack of an internal wash bay, washing of vehicles takes place outside, on site. The existing salt building and police storage building, meet operational requirements but need minor improvements. Run off from vehicle washing is unable to be controlled. The site lacks fleet fueling on site – currently fleet fueling at gas stations.

Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

■ Space is supporting Public Works operations to an extent. May need some moderate improvements.

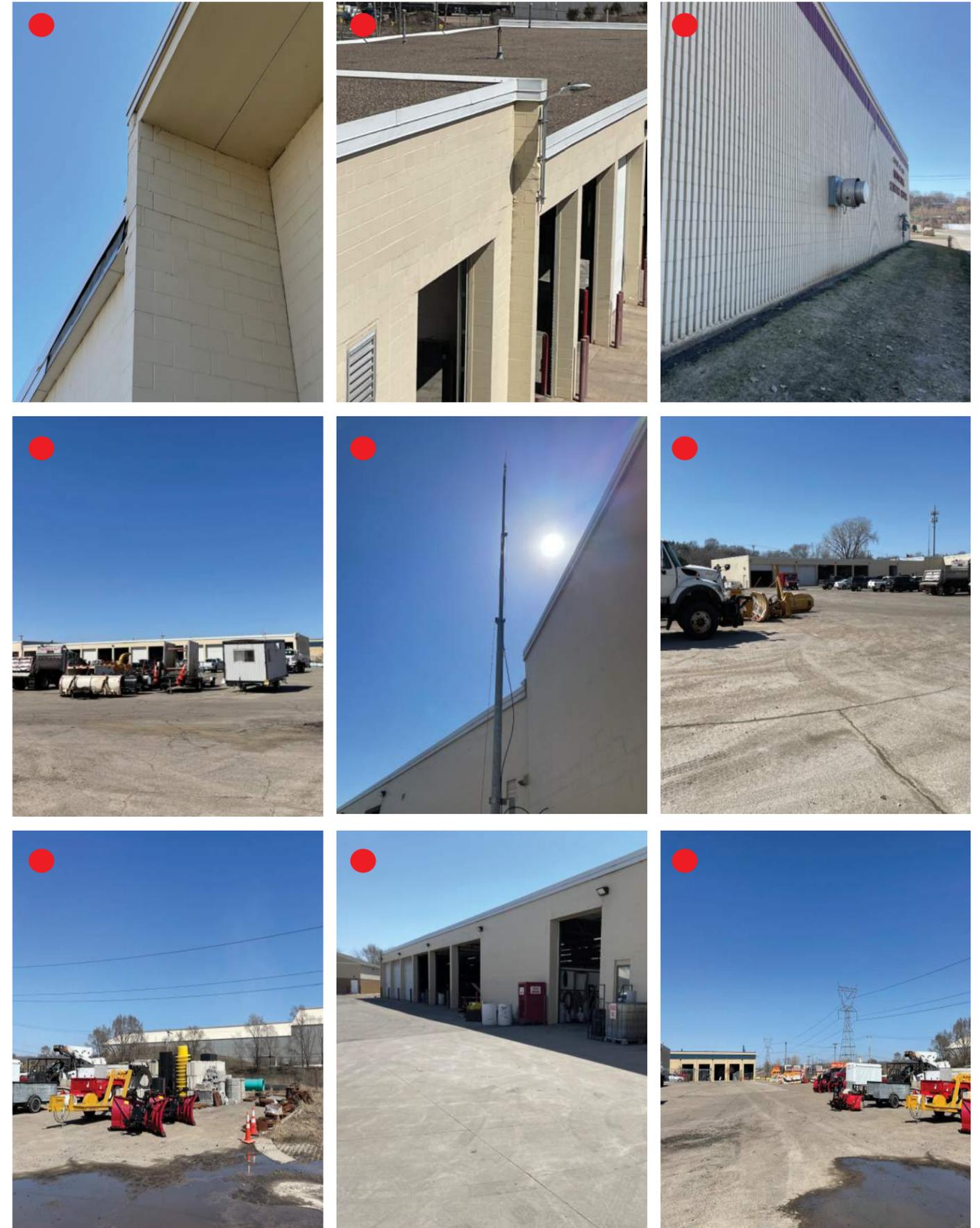
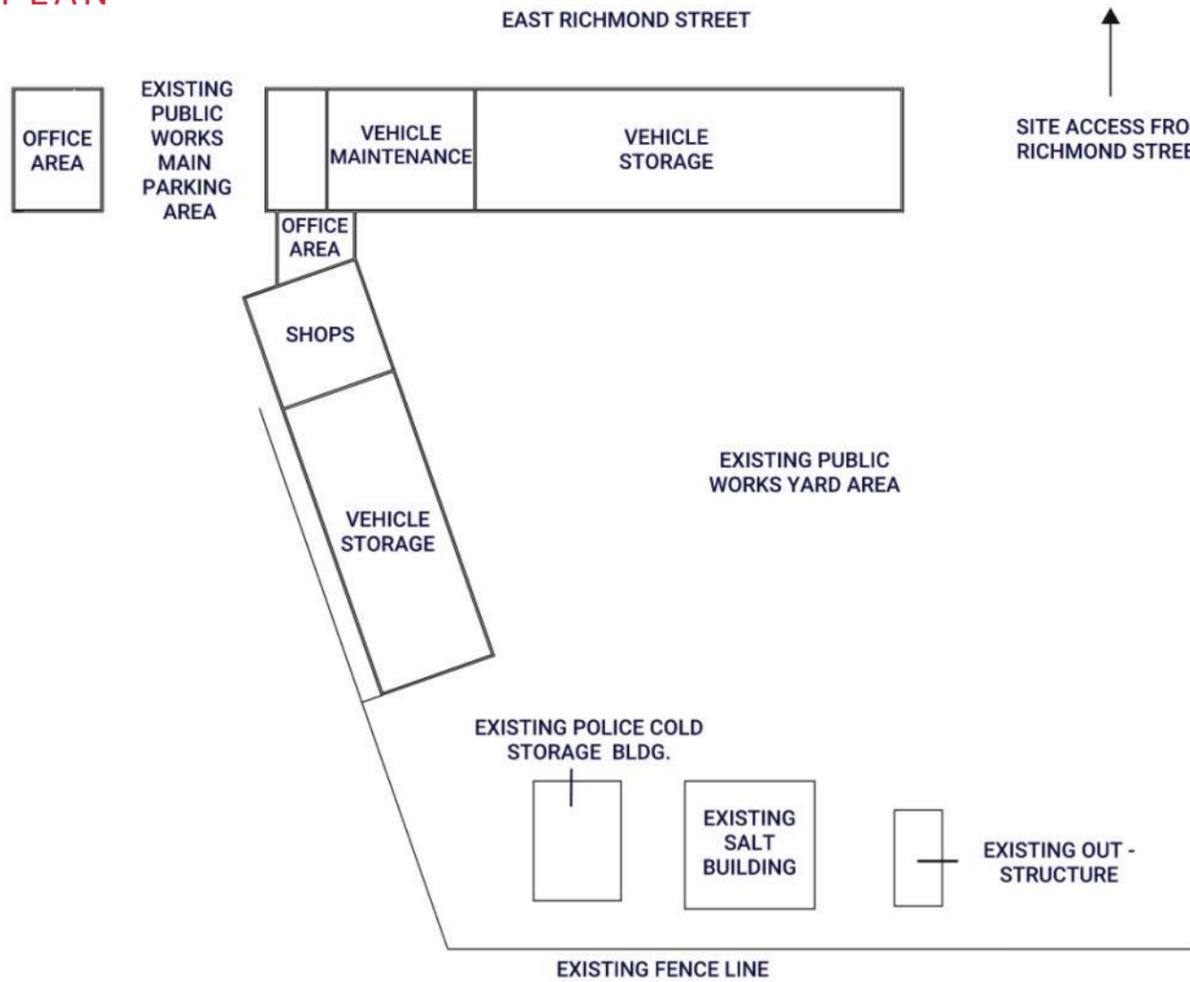
KEY PLAN



The building's exterior is made primarily of painted corduroy concrete block that has either core or lacks any insulation. The concrete block and mortar joints are deteriorating and failing in many areas due to the age of the building. Many windows are single-paned and in need of replacement. Many of the service doors are also in need of replacement or maintenance.

Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

KEY PLAN



ATTACHMENTS:

- A. Divisional Programming Worksheet
- B. Concept site and building plan (new site)
- C. Proposed building program (30 year needs)
- D. Current Fleet Inventory
- E. Space Standards
- F. Maintenance/ Public Works Staff Interview & Notes

Divisional Programming Worksheet - Staffing

Divisional Current Needs Staff - FTE

Director / Superintendent / Assistant	3.0
Facility Maintenance / Operations	1.0
Parks/Streets/Utilities	18.0
Mechanics	2.0
Total Staff	24.0

30 year Example

Director / Superintendent / Assistant	4.0
Facility Maintenance / Operations	2.0
Parks/Streets/Utilities	24.0
Mechanics	3.0
Total Staff	33.0

Divisional Current Needs Staff - PTE

Director / Superintendent / Assistant	0.0
Facility Maintenance / Operations	0.0
Parks/Streets/Utilities	7.0
Total Staff	7.0

30 year Example

Director / Superintendent / Assistant	0.0
Facility Maintenance / Operations	0.0
Parks/Streets/Utilities	10.0
Total Staff	10.0

Male to Female Ratio 0.5

Color Codes
 Owner / Team to Review and Verify
 Calculation is based on staff projections

Divisional Programming Worksheet - Vehicles and Equipment

Conditioned / Warm Storage - Current Demand

13.00	Large - Single and Tandem Axle
20.00	Medium - F250 and Larger
29.50	Small - Mowers / Carts / Etc

Conditioned Warm Storage - Projected

15.0	Large - Single and Tandem Axle
23.0	Medium - F250 and Larger
34.0	Small - Mowers / Carts / Etc

Unconditioned Cold Storage - Current

0.00	Large
4.00	Medium
6.50	Small - Attachments / Seasonal Tow Behinds

Unconditioned Cold Storage - Projected

0.0	Large
5.0	Medium
8.0	Small

Outdoor Parking / Equipment Storage

0.00	Trailers - Current
0.00	30 year Example

Maintenance Bays - Equipment Based

	<i>Vehicles per Mechanic</i>
	8
	24

	Current
Large Maintenance Bays - Projected	2
Small Maintenance Bays - Projected	4

	30 year Example
Large Maintenance Bays - Projected	3
Small Maintenance Bays - Projected	4

Color Codes
 Owner Review and Verify
 Calculation is based on staff / Equipment projections

Programming Worksheet

ROOM/SPACE NAME: Building Entry
SQUARE FOOT AREA: 64
SIZE DESCRIPTION: 8' x 8'
QUANTITY OF SPACE: 2
HOURS OF OPERATION: 6:30 am - 3:30 pm
FUNCTION: Temperature Controlled Secure Entry
 (1) Public
 (1) Staff

ADJACENCIES: Manager's Office
 Inventory / Receiving and Office
 Small Conference Room

FURNITURE, FIXTURES, EQUIPMENT: Door Buzzer
 Security Panel (at Staff)

ARCHITECTURAL FEATURES: Durable Finishes
 Inviting but Secure

FLOOR: Concrete / Polish and Traffic Mat
WALLS: Glass (Window)
CEILING: ACT / Gypsum / Decorative
HEIGHT: 8'-6"
DOORS/WINDOWS: Commercial Entry Door - Interior Secure
ACOUSTICAL REQUIREMENT: -

LIGHTING: Direct/Indirect LED Lay-In Fixtures

MECHANICAL REQUIREMENTS: Air lock from exterior to interior
 Standard Air Distribution
 Cabinet Unit Heater

ELECTRICAL REQUIREMENTS: Standard Electrical Power Distribution

TECHNOLOGY REQUIREMENTS: Key Fob Access
 Buzzer / Communication from Reception

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Reception / Secure Foyer
SQUARE FOOT AREA: 150
SIZE DESCRIPTION: 10' x 15'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: 6:30 am - 3:30 pm
FUNCTION: Receiving visitors / vendors and directing deliveries to proper location
 Possible connection node to other facility functions

ADJACENCIES: Vestibule
 Open Office / Flex Space
 Manager Office

FURNITURE, FIXTURES, EQUIPMENT: Courtesy Chairs
 Delivery Drop Off

ARCHITECTURAL FEATURES: Built-in casework

FLOOR: Concrete / Polish
WALLS: CMU or Steel Framing / Gypsum Board (Paint)
CEILING: Gypsum and/or ACT, Decorative
HEIGHT: 8'-6"
DOORS/WINDOWS: Secure Door to Office, Access to Windows
ACOUSTICAL REQUIREMENT: -

LIGHTING: Direct/Indirect LED Lay-In Fixtures

MECHANICAL REQUIREMENTS: Standard Air Distribution
 Pressurized air to prevent vehicle fume intrusion

ELECTRICAL REQUIREMENTS: Standard Electrical Power Distribution

TECHNOLOGY REQUIREMENTS: Voice and Data Distribution
 Buzzer / Communication to Entry/Waiting

SPECIAL CRITERIA: If work bay adjacent, provide HVAC pressurization

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - FIELD STAFF WORKSTATION & OPEN OFFICE / SMALL CONFERENCE ROOM

Programming Worksheet

ROOM/SPACE NAME:	Field Staff Workstation / Open Office
SQUARE FOOT AREA:	248
SIZE DESCRIPTION:	6'x6' / 4 (FTE + 1/2PTE)
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Open office flex work space / work stations for Staff Vehicle Maintenance Staff Calculated in VM Space Function <i>Organized as open office or as Crew Room Style</i>
ADJACENCIES:	Division Manager Office Supervisor Office Work Bays Break areas
FURNITURE, FIXTURES, EQUIPMENT:	Small Desk work stations per staff Work Table Shelving for Library
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Polished Conc or HD Walk-off Carpet)
WALLS:	CMU or Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frames / Wood Doors
ACOUSTICAL REQUIREMENT:	STC 52+ (From work bays)
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Standard HVAC Requirements (Office)
ELECTRICAL REQUIREMENTS:	specifically located outlets
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	None

Programming Worksheet

ROOM/SPACE NAME:	Small Conference Room
SQUARE FOOT AREA:	120
SIZE DESCRIPTION:	12' x 10'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Conference Room for 4-6 People Typically the "Internal" Meeting Room
ADJACENCIES:	Offices [Head and Assistant Head]
FURNITURE, FIXTURES, EQUIPMENT:	Conference Table and Chairs
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Direct/Indirect LED Lay-In Fixtures Dimmable - Occupancy Timer
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations Floor Box AV Equipment
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - STANDARD CONFERENCE ROOM/ LARGE CONFERENCE ROOM & TRAINING ROOM

Programming Worksheet

ROOM/SPACE NAME: Standard Conference Room
SQUARE FOOT AREA: 240
SIZE DESCRIPTION: 12' x 20'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: 6:30 am - 3:30 pm
FUNCTION: Conference Room for 10-12 People
Typically the "Public" Meeting room

ADJACENCIES: Small Conference Room
Offices
Reception / Entry

FURNITURE, FIXTURES, EQUIPMENT: Conference Table and Chairs

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (Carpet)
WALLS: Steel Framed / Gypsum Board (Paint)
CEILING: Acoustical Ceiling
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT: STC 52+

LIGHTING: Direct/Indirect LED Lay-In Fixtures
Dimmable - Occupancy Timer

MECHANICAL REQUIREMENTS: Office space HVAC

ELECTRICAL REQUIREMENTS: Standard outlet locations
Floor Box
AV Equipment

TECHNOLOGY REQUIREMENTS: A/V and Voice/Data connections

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Large Conference Room / Training Room
SQUARE FOOT AREA: 500
SIZE DESCRIPTION: 20' x 25'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: 6:30 am - 3:30 pm
FUNCTION: Conference Room for 25 - 35 People
Combine w/ Breakroom for Multi-Function 50+ person space

ADJACENCIES: Breakroom
Smaller Meeting Rooms
Universal Public Restrooms

FURNITURE, FIXTURES, EQUIPMENT: Conference Table and Chairs

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (Carpet)
WALLS: Steel Framed / Gypsum Board (Paint)
CEILING: Acoustical Ceiling
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT: STC 52+

LIGHTING: Direct/Indirect LED Lay-In Fixtures
Dimmable - Occupancy Timer

MECHANICAL REQUIREMENTS: Office space HVAC

ELECTRICAL REQUIREMENTS: Standard outlet locations
Floor Box
AV Equipment

TECHNOLOGY REQUIREMENTS: A/V and Voice/Data connections

SPECIAL CRITERIA:

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - COPY AREA & DOCUMENT WORK ROOM/ UNIVERSAL RESTROOM

Programming Worksheet

ROOM/SPACE NAME:	Copy Area / Document Work Room
SQUARE FOOT AREA:	144
SIZE DESCRIPTION:	12' x 12'
QUANTITY OF SPACE	1.15
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Copy and Document prep area and resource center <i>Calculated at one area for every 24 staff members</i> <i>Supplement to Open Office Area and Provide flexible office planning solutions</i>
ADJACENCIES:	Open Office Area / Field Office Work Stations Private Offices Reception
FURNITURE, FIXTURES, EQUIPMENT:	Copiers, printers, document preparation and assembly equipment
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frames / Wood Doors
ACOUSTICAL REQUIREMENT:	Open Office type?
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Standard HVAC Requirements (Office)
ELECTRICAL REQUIREMENTS:	specifically located outlets
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	None

Programming Worksheet

ROOM/SPACE NAME:	Universal Restroom
SQUARE FOOT AREA:	72
SIZE DESCRIPTION:	8' x 9'
QUANTITY OF SPACE	4
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Public use restroom
ADJACENCIES:	Entry/Reception Office Functions
FURNITURE, FIXTURES, EQUIPMENT:	Plumbing fixtures Hand Dryer
ARCHITECTURAL FEATURES:	
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	8' +/-
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/ Wood Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Standard HVAC for space Plumbing fixtures
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - BREAKROOM/ MEN'S LOCKER ROOM

Programming Worksheet

ROOM/SPACE NAME:	Breakroom
SQUARE FOOT AREA:	963
SIZE DESCRIPTION:	35 sf x Staff #
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm [After standard business hours use typical]
FUNCTION:	Large Break room with integrated kitchenettes for break times (morning and lunch)
ADJACENCIES:	Vehicle Areas, Office spaces, Locker Rooms, Janitorial, Meeting rooms, exterior access
FURNITURE, FIXTURES, EQUIPMENT:	Unconcentrated tables and chairs Kitchenette - 4 Microwaves; 2 refrigerators; Range and Hood
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/Wood Doors and Exterior aluminum windows
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels Daylighting control
MECHANICAL REQUIREMENTS:	Standard HVAC for space
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	AV Ready Multi-Screen
SPECIAL CRITERIA:	Daylighting, exterior access

Programming Worksheet

ROOM/SPACE NAME:	Men's Locker Room
SQUARE FOOT AREA:	354
SIZE DESCRIPTION:	Varies
QUANTITY OF SPACE	1
HOURS OF OPERATION:	<i>During any building occupation</i>
FUNCTION:	Restroom and Locker Room for department employees (space noted dedicated to Maintenance Staff only)
ADJACENCIES:	Vehicle Areas, Office spaces, Lunch Room, Janitorial, Meeting rooms, exterior access
FURNITURE, FIXTURES, EQUIPMENT:	Lockers, Benches, accessories
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/Wood Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Standard HVAC for space
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	Voice / Data
SPECIAL CRITERIA:	Could be combined with other departments?

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - WOMEN'S LOCKER ROOM/ GENERAL EMPLOYEE LOCKER ROOM OPTION

Programming Worksheet

ROOM/SPACE NAME:	Women's Locker Room
SQUARE FOOT AREA:	354
SIZE DESCRIPTION:	Varies
QUANTITY OF SPACE:	1
HOURS OF OPERATION:	<i>During any building occupation</i>
FUNCTION:	Restroom and Locker Room for department employees (space noted dedicated to Maintenance Staff only)
ADJACENCIES:	Vehicle Areas, Office spaces, Lunch Room, Janitorial, Meeting rooms, exterior access
FURNITURE, FIXTURES, EQUIPMENT:	Lockers, Benches, accessories
ARCHITECTURAL FEATURES:	Exterior Access
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/Wood Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Standard HVAC for space
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	Voice / Data
SPECIAL CRITERIA:	Could be combined with other departments?

Programming Worksheet

ROOM/SPACE NAME:	<u>General Employee Locker Room Option</u>
SQUARE FOOT AREA:	496
SIZE DESCRIPTION:	12-15 SF / Staff
QUANTITY OF SPACE:	1
HOURS OF OPERATION:	Facility Hours
FUNCTION:	Locker Room Only - No Restrooms
ADJACENCIES:	Operational Areas Office spaces Break Room and Meeting rooms Mudroom-Wash Area and Janitorial
FURNITURE, FIXTURES, EQUIPMENT:	Lockers, Benches, accessories
ARCHITECTURAL FEATURES:	Lockerroom Function ONLY Restrooms and Shower Rooms Additionally Required
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/Wood Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Standard HVAC for space (heat and cool) Ventilation for Lockers (Optional)
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	Non-Genered Locker Room / Seasonal Locker Room 2'x2' Full Height Locker Standard for FTE (half height for PTE) Alternative to Gendered restrooms

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - UNIFORM EXCHANGE & LAUNDRY ROOM/ NON-GENDERED SHOWER & CHANGING ROOM

Programming Worksheet

ROOM/SPACE NAME: Uniform exchange / Laundry Room
SQUARE FOOT AREA: 156
SIZE DESCRIPTION: 12' x 13'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION: Uniform exchange and Laundry Room

ADJACENCIES: Locker Area

FURNITURE, FIXTURES, EQUIPMENT: Uniform lockers by provider, Laundry Hamper
Washer / Dryer

ARCHITECTURAL FEATURES:

FLOOR: Concrete (hard floor finish)
WALLS: Steel Framed / Gypsum Board or Concrete (Paint)
CEILING: Acoustical Ceiling
HEIGHT: Varies
DOORS/WINDOWS: H.M. Frames/Wood Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Washer / Dryer connections
Ventilation for Lockers (Optional)

ELECTRICAL REQUIREMENTS: Standard outlet spacing

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Non-Gendered Shower & Changing Room
SQUARE FOOT AREA: 81
SIZE DESCRIPTION: 9' x 9'
QUANTITY OF SPACE: 3
HOURS OF OPERATION: Facility Hours
FUNCTION: ADA, non-gender specific shower room

ADJACENCIES: Locker Rooms

FURNITURE, FIXTURES, EQUIPMENT: Shower required fixtures

ARCHITECTURAL FEATURES:

FLOOR: Concrete (hard floor finish)
WALLS: Stl. Frame / Gyp or CMU (Wall Tile)
CEILING: ACT or Gyp
HEIGHT: 8'-0"
DOORS/WINDOWS: HM Frames/ Wood Doors - Office, HM Doors - Shop Areas
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC for space
Plumbing fixtures

ELECTRICAL REQUIREMENTS: Standard outlet spacing

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Wellness Room
SQUARE FOOT AREA: 120
SIZE DESCRIPTION: 12' x 10' (1 per 24 staff)
QUANTITY OF SPACE: 2.0
HOURS OF OPERATION: Hours of Operation
FUNCTION: Private room for specialized private employee need:
 Private overnight during events, Mothers Room, Etc.
 1 per 30 employees

ADJACENCIES: Entry/Reception (one location)
 Offices (second location)

FURNITURE, FIXTURES, EQUIPMENT: Couch, small refridgerator (for mothers room)
 If Exercise Room - Increase in size; include fitness equipment

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (Carpet)
WALLS: Steel Framed / Gypsum Board (Paint)
CEILING: Acoustical Ceiling
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT: STC 52+

LIGHTING: Direct/Indirect LED Lay-In Fixtures
 Dimmable - Occupancy Timer

MECHANICAL REQUIREMENTS: Office space HVAC

ELECTRICAL REQUIREMENTS: Standard outlet locations

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA: Increase number based on prioritized functions
 Increase size based on prioritized function
 *Lined out in Previous Study - Inclusion is Best Practice

Programming Worksheet

ROOM/SPACE NAME: IT Room
SQUARE FOOT AREA: 120
SIZE DESCRIPTION: 10' x 12'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: 24/7
FUNCTION: IT Equipment Room
Individual spaces or combined as necessary to meet size and function demands

ADJACENCIES: Central to Office areas

FURNITURE, FIXTURES, EQUIPMENT: IT Racking by Owner IT Provider

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (Static sensitive flooring)
WALLS: Steel Framed / Gypsum Board (Paint)
CEILING: Acoustical Ceiling
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frames / Wood Doors
ACOUSTICAL REQUIREMENT: None

LIGHTING: Basic office lighting levels
 Task lighting

MECHANICAL REQUIREMENTS: Standard HVAC Requirements (Office)
 Dedicated Air Conditioning

ELECTRICAL REQUIREMENTS: specifically located outlets

TECHNOLOGY REQUIREMENTS: Fiber (voice and data connection)
 Low Voltage

SPECIAL CRITERIA: None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - GENERAL STORAGE & SUPPLY CLOSETS/ JANITORIAL CLOSET

Programming Worksheet

ROOM/SPACE NAME: General Storage / Supply Closets
SQUARE FOOT AREA: 100
SIZE DESCRIPTION: 10' x 10'
QUANTITY OF SPACE: 2
HOURS OF OPERATION: 7:30 am - 4:30 pm
FUNCTION: Storage of various office needs (paper, etc)

ADJACENCIES: Office spaces

FURNITURE, FIXTURES, EQUIPMENT: Shelving

ARCHITECTURAL FEATURES:

FLOOR: Concrete
WALLS: Steel Framed / Gypsum Board (Paint)
CEILING: Acoustical Ceiling
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frames / Wood Doors
ACOUSTICAL REQUIREMENT: None

LIGHTING: Basic office lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC Requirements (Office)
Air Conditioning

ELECTRICAL REQUIREMENTS: specifically located outlets

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA: None

Programming Worksheet

ROOM/SPACE NAME: Janitorial
SQUARE FOOT AREA: 99
SIZE DESCRIPTION: 11' x 9'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: 7:30 am - 4:30 pm
FUNCTION: Janitorial storage and service equipment

ADJACENCIES: Vehicle Areas, Office spaces, Lunch Room, Janitorial, Meeting rooms

FURNITURE, FIXTURES, EQUIPMENT: Standard Washer and Dryer, Shelving and Storage Cabinets

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (hard floor finish)
WALLS: Steel Framed / Gypsum Board or Concrete (Paint)
CEILING: 8' +/-
HEIGHT: Varies
DOORS/WINDOWS: H.M. Frames/ H.M. Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC for space
Service Sink (floor or deep basin)

ELECTRICAL REQUIREMENTS: Standard outlet spacing

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - MUD ROOM & WASH AREA/ MECHANICAL & ELECTRICAL ROOM

Programming Worksheet

ROOM/SPACE NAME: Mud Room / Wash Area
SQUARE FOOT AREA: 96
SIZE DESCRIPTION: 8' x 12'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION: Mud Room / Vestibule separation area between workshop/vehicle areas to office function

ADJACENCIES: Workshops
 Vehicle Parking
 Office Functions

FURNITURE, FIXTURES, EQUIPMENT: Hand Wash units
 Bootwash / cleaning area
 Wet Lockers / Clothing Hooks

ARCHITECTURAL FEATURES: Durable, washable materials

FLOOR: Concrete (hard finish - polish or better)
WALLS: Concrete / CMU (Paint or hard wall finish)
CEILING: Structure (paint)
HEIGHT: 10' +/-
DOORS/WINDOWS: HM Doors and Frames
ACOUSTICAL REQUIREMENT: None

LIGHTING: Industrial / Wet condition fixtures

MECHANICAL REQUIREMENTS: Hot/Cold Water, Floor drains and containment
 Wash Fixtures
 Heated and well ventilated

ELECTRICAL REQUIREMENTS: Wet Condition outlets

TECHNOLOGY REQUIREMENTS: None

SPECIAL CRITERIA: Wet locker / clothing conditions
 Often combined with facility laundry facilities

Programming Worksheet

ROOM/SPACE NAME: Mechanical and Electrical Room
SQUARE FOOT AREA: TBD
SIZE DESCRIPTION: Varies
QUANTITY OF SPACE: 1
HOURS OF OPERATION: 24/7
FUNCTION: Room housing facility water service, electrical service, water heating and softening, small air handling devices, etc.

ADJACENCIES: Exterior Access

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete
WALLS: Steel Framed / Gypsum Board or CMU (Paint)
CEILING: None
HEIGHT: varies
DOORS/WINDOWS: Hollow Metal Frames / Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC for space

ELECTRICAL REQUIREMENTS: Standard outlet spacing

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - PUBLIC WORKS DIRECTOR & SUPERINTENDENT OFFICES

Programming Worksheet

ROOM/SPACE NAME:	Public Works Director Office
SQUARE FOOT AREA:	192
SIZE DESCRIPTION:	12' x 16'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Personal, private office Director Office
ADJACENCIES:	Assistant Head and Supervisor Offices Work Area Reception Small Conference Room
FURNITURE, FIXTURES, EQUIPMENT:	System Furniture
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	Lockable / Securable

Programming Worksheet

ROOM/SPACE NAME:	Public Works Superintendent Office
SQUARE FOOT AREA:	168
SIZE DESCRIPTION:	12' x 14'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Personal, private office Streets, Utilities and Parks
ADJACENCIES:	Division Manager Office Technician Office / Work Area Reception Small Conference Room
FURNITURE, FIXTURES, EQUIPMENT:	System Furniture
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	Lockable / Securable

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - DEPARTMENT LEADS, DIRECTOR ASSISTANT, FACILITIES MAINT. OP./ VEHICLE STORAGE

Programming Worksheet

ROOM/SPACE NAME: Department Leads, Director Assistant, Facilities Maint/Op.
SQUARE FOOT AREA: 120
SIZE DESCRIPTION: 10' x 12'
QUANTITY OF SPACE: 5.0
HOURS OF OPERATION: 6:30 am - 3:30 pm
FUNCTION: Personal, private work space (cubical minimum)
Divisional Crew Lead or Specialist (3)
Facilities Maintenance / Operations (1)
Assistant to Public Works Director (1)

ADJACENCIES: Division Manager / Supervisor
 Work Area
 Reception
 Small Conference Room

FURNITURE, FIXTURES, EQUIPMENT: System Furniture

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (Carpet)
WALLS: Steel Framed / Gypsum Board (Paint)
CEILING: Acoustical Ceiling
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT: STC 52+

LIGHTING: Basic office lighting levels
 Task lighting

MECHANICAL REQUIREMENTS: Office space HVAC

ELECTRICAL REQUIREMENTS: Standard outlet locations

TECHNOLOGY REQUIREMENTS: A/V and Voice/Data connections

SPECIAL CRITERIA: Lockable / Securable

Programming Worksheet

ROOM/SPACE NAME: Vehicle Storage
SQUARE FOOT AREA: TBD
SIZE DESCRIPTION: Varies
QUANTITY OF SPACE: 1
HOURS OF OPERATION: 6:30 am - 3:30 pm [After hours typical]
FUNCTION: Warm Storage of Vehicle and equipment fleet

ADJACENCIES: Exterior
 Vehicle Maintenance
 Office Functions

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES: Access to daylighting

FLOOR: Concrete (densified and sealed)
WALLS: Concrete (Precast or CMU)
CEILING: None
HEIGHT: 24' interior clear to structure (min)
DOORS/WINDOWS: HM Drs/Frames, Sectional Overhead
ACOUSTICAL REQUIREMENT: -

LIGHTING: High-Bay LED

MECHANICAL REQUIREMENTS: Ventilation and Supply for Vehicle Areas
 CO/NO2 Sensors (min)

ELECTRICAL REQUIREMENTS: Standard outlet spacing
 Specialized outlets for various equipment TBD

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: Pre-fabricated Trench Drain system
 Air, water and power distribution
 Smart Overhead Door options
 Proximity / card reader access and control

Programming Worksheet

ROOM/SPACE NAME: Wash Bay
SQUARE FOOT AREA: 1,680
SIZE DESCRIPTION: 30' x 56'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: 6:30 am - 3:30 pm [After hours typical]
FUNCTION: Dedicated bay for washing equipment

ADJACENCIES: Vehicle Areas, exterior access

FURNITURE, FIXTURES, EQUIPMENT: Wash equipment (catwalks, wash wands w/ trolley system, deluge wash, undercarriage?)

ARCHITECTURAL FEATURES: Large capacity trench drain / sediment collection

FLOOR: Concrete (hard floor finish) - In-Floor Heat
WALLS: Concrete (Precast/Masonry)
CEILING: 25' +/-
HEIGHT: Varies
DOORS/WINDOWS: Fiberglass service doors, polycarbonate ovhds (Large)
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Fume / humidity extraction, water and air supply

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment
Verify w/ owner washing equipment

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA: No Automated above ground wash (automated undercarriage only)
 Longer Bay required for full automated option
 Dryer required if no circulation directly to interior storage

Programming Worksheet

ROOM/SPACE NAME: Large Service Bay
SQUARE FOOT AREA: 1,456
SIZE DESCRIPTION: 28' x 52'
QUANTITY OF SPACE: 2
HOURS OF OPERATION: 6:30 am - 3:30 pm
FUNCTION: Bay for the service and maintenance of larger equipment.
 General purpose maintenance

ADJACENCIES: Small Service Bays, Parts and Tool Storage, Shop Space, Vehicle / Equipment Storage

FURNITURE, FIXTURES, EQUIPMENT: Work Benches, tool storage units, mobile post lifts and in-ground lifts, fluid reels, air reels, power and task lighting reels

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (hard floor finish)
WALLS: Concrete (Precast/Masonry)
CEILING: Exposed Structure
HEIGHT: 26' min.
DOORS/WINDOWS: H.M. Frames/ H.M. Doors, Large overhead doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels
 Task lighting

MECHANICAL REQUIREMENTS: Fume extraction, water and air supply
 Large Capacity Trench Drain
 Pressure Washer Location

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment
Verify w/ owner (ex: welding outlets)

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: Floor slope design (flat w/ pitch pocket at drains v sloped)
 Access to electric charging station
 CNG Compliance

Programming Worksheet

ROOM/SPACE NAME: Small Service Bay
SQUARE FOOT AREA: 704
SIZE DESCRIPTION: 22' x 32'
QUANTITY OF SPACE: 4
HOURS OF OPERATION: 6:30 am - 3:30 pm
FUNCTION: Bay dedicated to service of Standard size vehicles / equipment (Fluids, air, plow edge preparation and general repairs)

ADJACENCIES: Large Service Bays, Parts and Tool Storage, Shop Space, Vehicle / Equipment Storage

FURNITURE, FIXTURES, EQUIPMENT: Work Benches, tool storage units, mobile post lifts and in-ground lifts, fluid reels, air reels, power and task lighting reels

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (hard floor finish)
WALLS: Concrete (Precast/Masonry)
CEILING: Exposed Structure
HEIGHT: 26' min.
DOORS/WINDOWS: H.M. Frames/ H.M. Doors, Large overhead doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels
Task lighting

MECHANICAL REQUIREMENTS: Fume extraction, water and air supply
Large Capacity Trench Drain
Pressure Washer Location

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment
Verify w/ owner (ex: welding outlets)

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: Floor slope design (flat w/ pitch pocket at drains v sloped)
Access to electric charging station
CNG Compliance

Programming Worksheet

ROOM/SPACE NAME: Welding / Fabrication Bay
SQUARE FOOT AREA: 1,152
SIZE DESCRIPTION: 24' x 48'
QUANTITY OF SPACE: 1.0
HOURS OF OPERATION: Facility Hours
FUNCTION: Welding and Fabrication
Metal / Steel Stock storage

ADJACENCIES: Vehicle Maintenance Bays (Large and Small)

FURNITURE, FIXTURES, EQUIPMENT: Work Bench, Material Racking, Weld Plates, Welders/Torch sets
Drill press, Horizontal Band saw, Hydraulic Press, Metal working Unit, Band Saw
Overhead Crane

ARCHITECTURAL FEATURES:

FLOOR: Concrete (hard floor finish)
WALLS: Concrete (Precast/Masonry)
CEILING: Structure
HEIGHT: 26' min
DOORS/WINDOWS: H.M. Frames/ H.M. Doors, Large overhead doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels
Task lighting

MECHANICAL REQUIREMENTS: Fume extraction, water and air supply

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment
Verify w/ owner (ex: welding outlets)

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - BULK FLUIDS ROOM/ VIRGIN FLUID & WASTE OIL

Programming Worksheet

ROOM/SPACE NAME: Bulk Fluids Storage - Waste Oil
SQUARE FOOT AREA: 60
SIZE DESCRIPTION: 6' x 10'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION: Central Storage or waste oil / fluids

ADJACENCIES: Vehicle Storage Areas, Service Bay

FURNITURE, FIXTURES, EQUIPMENT: Bulk Fluid Storage Tanks (550 gal and 1000 gal), Pumps and retrieval equipment
Oil Kings

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (hard floor finish)
WALLS: Concrete (Precast/Masonry)
CEILING: -
HEIGHT: -
DOORS/WINDOWS: HM Door and Frames
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Air supply for pumps

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment

TECHNOLOGY REQUIREMENTS: None

SPECIAL CRITERIA: None

Programming Worksheet

ROOM/SPACE NAME: Bulk Fluids Room - Virgin Fluids
SQUARE FOOT AREA: 140
SIZE DESCRIPTION: 14'x10'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION: Central Storage or waste oil / fluids

ADJACENCIES: Vehicle Storage Areas, Service Bay

FURNITURE, FIXTURES, EQUIPMENT: Bulk Fluid Storage Tanks, Pumps and dispersment equipment

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete (hard floor finish)
WALLS: Concrete (Precast/Masonry)
CEILING: -
HEIGHT: -
DOORS/WINDOWS: HM Door and Frames
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Air supply for pumps

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment

TECHNOLOGY REQUIREMENTS: None

SPECIAL CRITERIA: None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - AIR COMPRESSOR ROOM/ PARTS & TOOL INVENTORY, SHIPPING & RECEIVING OFFICE

Programming Worksheet

ROOM/SPACE NAME: Air Compressor Room
SQUARE FOOT AREA: 100
SIZE DESCRIPTION: 10' x 10'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION: Enclosed Room for Air Compressor and associated equipment

ADJACENCIES: Repair Bays

FURNITURE, FIXTURES, EQUIPMENT: Air Compressor
Expansion Tank

ARCHITECTURAL FEATURES: Housekeeping pad

FLOOR: Concrete
WALLS: CMU / Precast
CEILING: Precast or Rated Stud and Gyp Assembly
HEIGHT: 8'-6"
DOORS/WINDOWS: Secure
ACOUSTICAL REQUIREMENT: STC Rated (45+)

LIGHTING: Utility Lighting

MECHANICAL REQUIREMENTS: -

ELECTRICAL REQUIREMENTS: Standard Electrical Power Distribution

TECHNOLOGY REQUIREMENTS: -

SPECIAL CRITERIA: Acoustically separated to control noise
Mezzanine location potential

Programming Worksheet

ROOM/SPACE NAME: Parts & Tool Inventory / Shipping & Receiving Office
SQUARE FOOT AREA: 320
SIZE DESCRIPTION: 16' x 20'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: 6:30 am - 3:30 pm
FUNCTION: Parts and tools inventory receiving area and office
Cataloging and distributing parts and tools

ADJACENCIES: Primary Division Entry, Possible Dedicated Entry / exterior
Parts and Tool Storage Rooms
Work Bays

FURNITURE, FIXTURES, EQUIPMENT: Built-in, secure receiving / transaction counter
Shelving and work counter

ARCHITECTURAL FEATURES: Built-in casework

FLOOR: Concrete / Polish
WALLS: Steel Framing / Gypsum Board (Paint)
CEILING: Gypsum and/or ACT, Decorative
HEIGHT: 8'-6"
DOORS/WINDOWS: Secure Door to Office, Access to Windows
ACOUSTICAL REQUIREMENT: -

LIGHTING: Direct/Indirect LED Lay-In Fixtures

MECHANICAL REQUIREMENTS: Standard Air Distribution

ELECTRICAL REQUIREMENTS: Standard Electrical Power Distribution

TECHNOLOGY REQUIREMENTS: Voice and Data Distribution

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Parts Storage
SQUARE FOOT AREA: 768
SIZE DESCRIPTION: 32' x 24'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION: Enclosed, secured room for storage of tools and parts stock.

ADJACENCIES: Service Bays

FURNITURE, FIXTURES, EQUIPMENT: shelving, racking, etc.

ARCHITECTURAL FEATURES:

FLOOR: Concrete
WALLS: Steel Framed / Gypsum Board or CMU (Paint)
CEILING: Acoustical Ceiling
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frames / Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC for space

ELECTRICAL REQUIREMENTS: Standard outlet spacing

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: None

Programming Worksheet

ROOM/SPACE NAME: Tool Storage
SQUARE FOOT AREA: 300
SIZE DESCRIPTION: 15' x 20'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION: Enclosed, secured room for storage of specialized vehicle maintenance tools (brakes, parts cleaners, etc)

ADJACENCIES: Service Bays

FURNITURE, FIXTURES, EQUIPMENT: shelving, racking, etc.

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete
WALLS: Steel Framed / Gypsum Board or CMU (Paint)
CEILING: Structure
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frames / Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC for space

ELECTRICAL REQUIREMENTS: Standard outlet spacing

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: None

Programming Worksheet

ROOM/SPACE NAME: Fabrication Material Storage
SQUARE FOOT AREA: 224
SIZE DESCRIPTION: 14' x 16'
QUANTITY OF SPACE: 1.0
HOURS OF OPERATION: Facility Hours
FUNCTION: Storage for Steel stock Materials
 1 per Welding/Fab Bay

ADJACENCIES: Welding and fabrication Bay

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete
WALLS: Steel Framed / Gypsum Board or CMU (Paint)
CEILING: Structure
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frames / Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC for space

ELECTRICAL REQUIREMENTS:

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA: None

Programming Worksheet

ROOM/SPACE NAME: Mobile Lift and Jack Storage
SQUARE FOOT AREA: 64
SIZE DESCRIPTION: 8' x 8'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION: Storage or mobile lifting and jack storage
 Engine Hoist Storage, etc.
 1 per 6 service bays

ADJACENCIES: Service Bays

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES: TBD

FLOOR: Concrete
WALLS: Steel Framed / Gypsum Board or CMU (Paint)
CEILING: Structure
HEIGHT: 9' +/-
DOORS/WINDOWS: Hollow Metal Frames / Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC for space

ELECTRICAL REQUIREMENTS: Dedicated outlet location for lift charging
 Verify electrical needs of preferred model

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - CARPENTRY, WOOD FABRICATION SHOP/ UTILITIES SHOP & STORAGE

Programming Worksheet

ROOM/SPACE NAME: Carpentry / Wood Fabrication Shop
SQUARE FOOT AREA: 400
SIZE DESCRIPTION: 20' x 20'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION: Workshop set up and utilized for wood working and other fabrication activities

ADJACENCIES: Vehicle Areas, exterior access

FURNITURE, FIXTURES, EQUIPMENT: Shelving, work benches, storage units

ARCHITECTURAL FEATURES:

FLOOR: Concrete (hard floor finish)
WALLS: Concrete (Precast/Masonry)
CEILING: Structure
HEIGHT: 12' +/-
DOORS/WINDOWS: HM Drs/Frms; Overhead Sectional Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels
 Task lighting

MECHANICAL REQUIREMENTS: Air and water drops
 Unit Heating
 Air supply and ventilation as necessary

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Utilities Shop and Storage
SQUARE FOOT AREA: 960
SIZE DESCRIPTION: 24' x 40'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION:

ADJACENCIES: Vehicle Areas, exterior access

FURNITURE, FIXTURES, EQUIPMENT: Shelving, work benches, storage units

ARCHITECTURAL FEATURES:

FLOOR: Concrete (hard floor finish)
WALLS: Concrete (Precast/Masonry)
CEILING: Structure
HEIGHT: 12' +/-
DOORS/WINDOWS: HM Drs/Frms; Overhead Sectional Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels
 Task lighting

MECHANICAL REQUIREMENTS: Air and water drops
 Unit Heating
 Air supply and ventilation as necessary

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Sign Storage / Shop
SQUARE FOOT AREA: 480
SIZE DESCRIPTION: 20' x 24'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION:

ADJACENCIES:

FURNITURE, FIXTURES, EQUIPMENT: Shelving, work benches, storage units

ARCHITECTURAL FEATURES:

FLOOR: Concrete (hard floor finish)
WALLS: Concrete (Precast/Masonry)
CEILING: Structure
HEIGHT: 12' +/-
DOORS/WINDOWS: HM Drs/Frms; Overhead Sectional Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels
 Task lighting

MECHANICAL REQUIREMENTS: Air and water drops
 Unit Heating
 Air supply and ventilation as necessary

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Parks Shop and Storage
SQUARE FOOT AREA: 960
SIZE DESCRIPTION: 24' x 40'
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Facility Hours
FUNCTION:

ADJACENCIES: Vehicle Areas, exterior access

FURNITURE, FIXTURES, EQUIPMENT: Shelving, work benches, storage units

ARCHITECTURAL FEATURES:

FLOOR: Concrete (hard floor finish)
WALLS: Concrete (Precast/Masonry)
CEILING: Structure
HEIGHT: 12' +/-
DOORS/WINDOWS: HM Drs/Frms; Overhead Sectional Doors
ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels
 Task lighting

MECHANICAL REQUIREMENTS: Air and water drops
 Unit Heating
 Air supply and ventilation as necessary

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Trash Area
SQUARE FOOT AREA: 900
SIZE DESCRIPTION: 30'x30' (can vary)
QUANTITY OF SPACE: 1
HOURS OF OPERATION: Hours of site access
FUNCTION: Concrete Pad for dumpster locations

ADJACENCIES: Yard space

FURNITURE, FIXTURES, EQUIPMENT: -

ARCHITECTURAL FEATURES: None

FLOOR: Concrete
WALLS:
CEILING:
HEIGHT:
DOORS/WINDOWS:
ACOUSTICAL REQUIREMENT: -

LIGHTING: None

MECHANICAL REQUIREMENTS: None

ELECTRICAL REQUIREMENTS: None

TECHNOLOGY REQUIREMENTS: None

SPECIAL CRITERIA: None

Exterior

Programming Worksheet

ROOM/SPACE NAME: Stock Pile Material Bins (Covered)
SQUARE FOOT AREA: 672
SIZE DESCRIPTION: 28' x 24'
QUANTITY OF SPACE: 8
HOURS OF OPERATION: Hours of site access
FUNCTION: Storage of on-site bulk materials, including:
 Road Rock, Oversize (Rip-Rap), Lime, Fill Dirt, AB3, Cold Mix
 Asphalt

ADJACENCIES: Rear of Site, Cold Storage

FURNITURE, FIXTURES, EQUIPMENT: -

ARCHITECTURAL FEATURES: Covered Bins w/ Open side access

FLOOR: Pavement
WALLS: Concrete to 8' min.
CEILING: cover structure
HEIGHT: 35' clear
DOORS/WINDOWS:
ACOUSTICAL REQUIREMENT:

LIGHTING: One per bin

MECHANICAL REQUIREMENTS: None

ELECTRICAL REQUIREMENTS: None

TECHNOLOGY REQUIREMENTS: None

SPECIAL CRITERIA: None

Exterior

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - UNCONDITIONED STORAGE BUILDING/ FUEL ISLAND WITH CANOPY

Programming Worksheet

	Exterior
ROOM/SPACE NAME:	Unconditioned Storage Building
SQUARE FOOT AREA:	4,751
SIZE DESCRIPTION:	Dimensions TBD per SF
QUANTITY OF SPACE:	1
HOURS OF OPERATION:	Hours of site access
FUNCTION:	Cold Storage for misc. equipment and materials storage: Sander Rack, Plow Storage, Sign and Barricade Storage, Trailers, Seasonal Implements, equipment attachments, palletized bulk materials (non-hazardous)
ADJACENCIES:	Yard space
FURNITURE, FIXTURES, EQUIPMENT:	-
ARCHITECTURAL FEATURES:	None
FLOOR:	Concrete
WALLS:	Masonry / Engineered Building Wall System
CEILING:	Building Ceiling System
HEIGHT:	25'
DOORS/WINDOWS:	Large Overhead doors, hollow metal doors/frames
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	LED High Bay
MECHANICAL REQUIREMENTS:	None
ELECTRICAL REQUIREMENTS:	None
TECHNOLOGY REQUIREMENTS:	None
SPECIAL CRITERIA:	None

Programming Worksheet

	Exterior
ROOM/SPACE NAME:	Fuel Island w/ Canopy
SQUARE FOOT AREA:	1,500
SIZE DESCRIPTION:	Dimensions TBD per SF
QUANTITY OF SPACE:	0
HOURS OF OPERATION:	Hours of site access
FUNCTION:	Fuel Dispensing for fleet vehicles
ADJACENCIES:	Yard space
FURNITURE, FIXTURES, EQUIPMENT:	-
ARCHITECTURAL FEATURES:	None
FLOOR:	-
WALLS:	-
CEILING:	-
HEIGHT:	-
DOORS/WINDOWS:	-
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	-
MECHANICAL REQUIREMENTS:	-
ELECTRICAL REQUIREMENTS:	-
TECHNOLOGY REQUIREMENTS:	-
SPECIAL CRITERIA:	Above Ground Tanks double space need.

Programming Worksheet

ROOM/SPACE NAME:
SQUARE FOOT AREA:
SIZE DESCRIPTION:
QUANTITY OF SPACE:
HOURS OF OPERATION:
FUNCTION:

Exterior

Yard Storage Area

25,000
.5 acre
1

ADJACENCIES:

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES:

FLOOR:
WALLS:
CEILING:
HEIGHT:
DOORS/WINDOWS:
ACOUSTICAL REQUIREMENT:

LIGHTING:

MECHANICAL REQUIREMENTS:

ELECTRICAL REQUIREMENTS:

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Secure Utilities Storage

Programming Worksheet

ROOM/SPACE NAME:
SQUARE FOOT AREA:
SIZE DESCRIPTION:
QUANTITY OF SPACE:
HOURS OF OPERATION:
FUNCTION:

Exterior Loading Dock

1,920
24' x 80'
1
-
Loading and unloading of deliveries

ADJACENCIES:

Yard space
Vehicle Storage
Maintenance
Shops

FURNITURE, FIXTURES, EQUIPMENT:

-

ARCHITECTURAL FEATURES:

None

FLOOR:
WALLS:
CEILING:
HEIGHT:
DOORS/WINDOWS:
ACOUSTICAL REQUIREMENT:

Concrete
Masonry / Engineered Building Wall System
Building Ceiling System
25'
Large Overhead doors, hollow metal doors/frames
-

LIGHTING:

LED High Bay

MECHANICAL REQUIREMENTS:

None

ELECTRICAL REQUIREMENTS:

None

TECHNOLOGY REQUIREMENTS:

None

SPECIAL CRITERIA:

None

Programming Worksheet

ROOM/SPACE NAME: Exterior
Brine Making and Storage

SQUARE FOOT AREA: 1,920

SIZE DESCRIPTION: 40' x 48'

QUANTITY OF SPACE: 1

HOURS OF OPERATION: Hours of site access

FUNCTION: Interior space for storage and making brine solution

ADJACENCIES: Vehicle Areas, exterior access

FURNITURE, FIXTURES, EQUIPMENT: Brine Making equipment and storage tanks

ARCHITECTURAL FEATURES:

FLOOR: Concrete (hard floor finish) - silane coating

WALLS: Concrete (Precast/Masonry) - silane coating

CEILING: Structure - silane coating

HEIGHT: 20' min.

DOORS/WINDOWS: Fiberglass doors and frames, corrosive environment ovhd

ACOUSTICAL REQUIREMENT: -

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Large wate supply for brine making
Unit Heating

ELECTRICAL REQUIREMENTS: Special power requirements for necessary equipment

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME: Exterior
Salt Storage Shed

SQUARE FOOT AREA: 3,600

SIZE DESCRIPTION: 60' x 60'

QUANTITY OF SPACE: 1

HOURS OF OPERATION: 24/7

FUNCTION: Storage of salt and sand road deicing materials
 Covered Mixing Storage (EPA)
*Confirm tonnage with Division
 (Salt Dome holds between 750 - 1000 ton?)*

ADJACENCIES: Yard space

FURNITURE, FIXTURES, EQUIPMENT: Material Dividers (T-Panels or Large Retaining Blocks)

ARCHITECTURAL FEATURES: Open Ended Covered Structure

FLOOR: Pavement

WALLS: Concrete (Precast/Masonry)

CEILING: Fabric / or building system

HEIGHT: 40'

DOORS/WINDOWS: N/A

ACOUSTICAL REQUIREMENT: -

LIGHTING: None

MECHANICAL REQUIREMENTS: None

ELECTRICAL REQUIREMENTS: None

TECHNOLOGY REQUIREMENTS: None

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME:

Exterior

Police Covered Storage

SQUARE FOOT AREA:

2,400

SIZE DESCRIPTION:

40' x 60'

QUANTITY OF SPACE:

1

HOURS OF OPERATION:

24/7

FUNCTION:

Covered storage for Police Department

ADJACENCIES:

Yard space

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES:

FLOOR:

Concrete

WALLS:

Concrete (Precast/Masonry)

CEILING:

Fabric / or building system

HEIGHT:

20'

DOORS/WINDOWS:

N/A

ACOUSTICAL REQUIREMENT:

-

LIGHTING:

None

MECHANICAL REQUIREMENTS:

None

ELECTRICAL REQUIREMENTS:

None

TECHNOLOGY REQUIREMENTS:

None

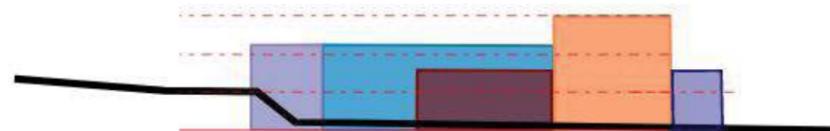
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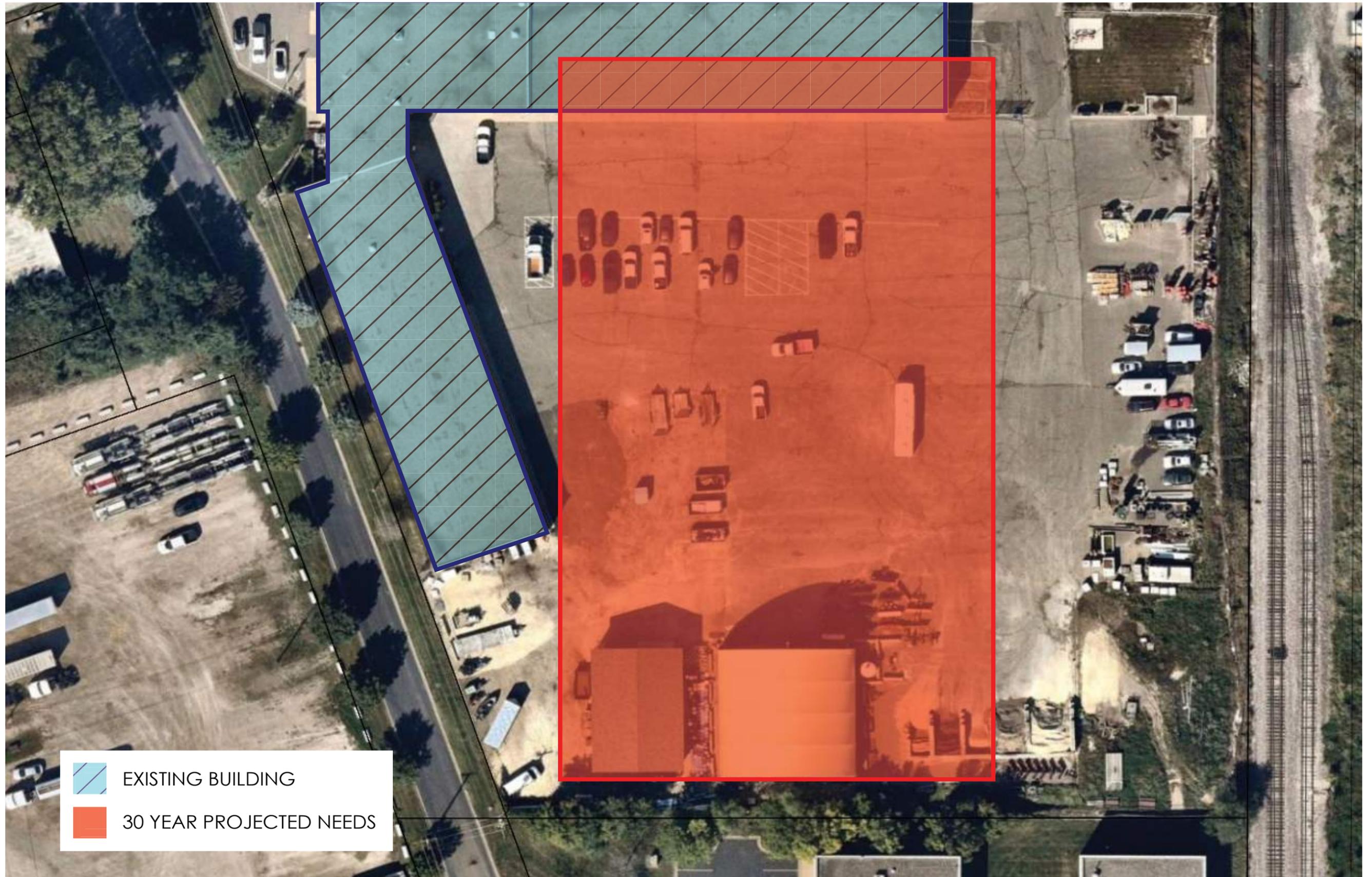


SOUTH ST. PAUL PUBLIC WORKS

TEST FIT_ SITE

07.28.2023







City of
SOUTH ST. PAUL PW FACILITY ASSESSMENT
Minnesota **30 YEAR PROJECTED NEEDS STUDY**

SSP Public Works				30 YEAR
ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL
ADMINISTRATIVE - JOINT FUNCTIONS				8,042
Building Entry	64	8' x 8'	2.00	128
Reception / Secure Foyer	150	10' x 15'	1.00	150
Field Staff Workstation / Open Office	342	6'x6' / 4 (FTE + 1/2PTE)	1.00	342
Small Conference Room	120	12' x 10'	1.00	120
Standard Conference Room	240	12' x 20'	1.00	240
Large Conference Room / Training Room	500	20' x 25'	1.00	500
Copy Area / Document Work Room	144	12' x 12'	1.58	228
Universal Restroom	72	8' x 9'	4.00	288
Breakroom	1,330	35 sf x Staff #	1.00	1,330
Men's Locker Room	463	Varies	1.00	463
Women's Locker Room	463	Varies	1.00	463
General Employee Locker Room Option	688	12-15 SF / Staff	1.00	688
Uniform exchange / Laundry Room	156	12' x 13'	1.00	156
Non-Gendered Shower & Changing Room	81	9' x 9'	4.00	324
Wellness Room	120	12' x 10' (1 per 24 staff)	2.00	240
IT Room	120	10' x 12'	1.00	120
General Storage / Supply Closets	100	10' x 10'	2.00	200
Janitorial	99	11' x 9'	1.00	99
Mud Room / Wash Area	96	8' x 12'	1.00	96
ADMINISTRATIVE - DEDICATED OFFICES				
Public Works Director Office	192	12' x 16'	1.00	192
Public Works Superintendent Office	168	12' x 14'	3.00	504
Department Leads, Director Assistant, Facilities Maint/Op.	120	10' x 12'	6.00	720
Mechanical and Electrical Room	1,139	15% of Supported Area	1	1,139
ADMINISTRATIVE AREA SPACES SUBTOTAL				8,042

SSP Public Works				30 YEAR
ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL
CONDITIONED VEHICLE STORAGE (WARM)				
Large Space	900	20'x45'	15	13,500
Medium Space	288	12'x24'	23	6,624
Pickup Space	200	10'x20'	34	6,800
VEHICLE PARKING SUBTOTAL				26,924
TRAFFIC LANE STORAGE INCREASE				23,498
CONDITIONED VEHICLE STORAGE SUBTOTAL				50,422

Equipment / Fleet Maintenance Functions				12,212
Large Service Bay	1,456	28' x 52'	3.00	4,368
Small Service Bay	704	22' x 32'	4.00	2,816
Welding / Fabrication Bay	1,152	24' x 48'	1.00	1,152
Bulk Fluids Storage - Waste Oil	60	6' x 10'	1.00	60
Bulk Fluids Room - Virgin Fluids	140	14'x10'	1.00	140
Air Compressor Room	100	10' x 10'	1.00	100
Parts & Tool Inventory / Shipping & Receiving Office	320	16' x 20'	1.00	320
Mechanic's Office	220	12' x18'	1.00	220
Parts Storage	768	32' x 24'	1.00	768
Tool Storage	300	15' x 20'	1.00	300
Fabrication Material Storage	224	14' x 16'	1.00	224
Mobile Lift and Jack Storage	64	8' x 8'	1.00	64
Wash Bay	1,680	30' x 56'	1.00	1,680



City of
SOUTH ST. PAUL PW FACILITY ASSESSMENT
Minnesota **30 YEAR PROJECTED NEEDS STUDY**

SSP Public Works					30 YEAR
ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL	
Division Work Spaces					4,937
Carpentry / Wood Fabrication Shop	400	20' x 20'	1.00	400	
Utilities Shop and Storage	960	24' x 40'	1.00	960	
Sign Storage / Shop	480	20' x 24'	1.00	480	
Parks Shop and Storage	960	24' x 40'	1.00	960	
General Storage	400	20' x 20'	1.00	400	
Interior Loading Dock	144	12' x 12'	1.00	144	
Mechanical and Electrical Equipment	1,593	3.75% of Supported Area	1.00	1,593	
BUILDING PROGRAM TOTALS					TOTAL
SUB-TOTAL					75,612
Circulation and Structure Allowance					6,388
TOTAL					82,000

SSP Public Works					30 YEAR
ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL	
SITE PROGRAM REQUIREMENTS					
Staff Parking and Drive Aisle	283.5	9' x 18'	43	12,191	
Visitor Parking and Drive Aisle	283.5	9' x 18'	12	3,402	
ADA Space plus Aisle	306	9' x 18' +8' Aisle	2	612	
Trash Area	900	30'x30' (can vary)	1	900	
Stock Pile Material Bins (Covered)	672	28' x 24'	8	5,376	
Unconditioned Storage Building	4,751	Dimensions TBD per SF	1	4,751	
Fuel Island w/ Canopy	1,500	Dimensions TBD per SF	0	-	
Yard Storage Area	25,000	.5 acre	1	25,000	
Exterior Loading Dock	1,920	24' x 80'	1	1,920	
Brine Making and Storage	1,920	40' x 48'	1	1,920	
Salt Storage Shed	3,600	60' x 60'	1	3,600	
Police Covered Storage	2,400	40' x 60'	1	2,400	

SITE AREA TOTALS				
MAIN BUILDING	82,000			
CIRCULATION AROUND BUILDING	16,400	20% of subtotal		
SITE PROGRAM REQUIREMENTS	62,071			
CIRCULATION AROUND SITE PROGRAM	15,518	25% of subtotal		
PROGRAM TOTALS	175,989			
20% GREEN SPACE	35,198			
Stormwater Management	35,198	20% of subtotal		
GRAND TOTAL SITE AREA NEEDED	246,385	5.66		
PROPOSED PROGRAM				

13.0 Large Vehicles
20.0 Medium Vehicles
29.5 Small Equipment / Parking
0.0 Large Vehicles
4.0 Medium Vehicles
6.5 Small Equipment
0.0 Outdoors
0.0 Maintenance Only Large
0.0 Maintenance Only Medium

Facility Storage
Maintenance Only

PREFERRED STORAGE LOCATION

Storage Location Noted by Owner = O
Storage Location Recommended = X

Size Count

SORTED BY WORK DIVISION

Warm Large	Warm Med.	Warm Small	Cold Large	Cold Med.	Cold Small	Outdoors	Maint. Only Large	Maint. Only Med.	VEH #	YEAR	DESCRIPTION	BRAND	MODEL	NOTES	REMAIN AT EXG FACILITY	COLD STORAGE / COVERED / SEASON ROTATION	OUTDOORS
------------	-----------	------------	------------	-----------	------------	----------	-------------------	------------------	-------	------	-------------	-------	-------	-------	------------------------	--	----------

SSP Public Works

		1.00								2007	Dodge Dakota						
	1.00									2015	Ford F350						
		1.00								2015	Ford F150						
	1.00									2013	Ford F250						
			1.00							2014	Chevy Equinox						
	1.00									2013	Ford F250						
				1.00						2010	Chevy Impala						
					1.00					2017	Chevy Colorado						
1.00										2017	Cat 938M Loader						
1.00										2016	Cat 930M Loader						
			1.00							2014	Elgin Pelican						
				1.00						2017	Ford Transit 150 Cargo Van						
1.00										2007	Sterling Flusher						
					1.00						John Deere ProGator						
					1.00					2003	Ford pickup						
					1.00					2018	Asphalt Roller						
1.00										2020	Peterbilt Sewer Vactor						
	1.00									2020	Chevy 2500						
		1.00								2018	Ford F250						
			1.00							2018	Ford F250						
				1.00						2022	F-350 with dump box & plow						
				1.00						2022	F-350 with dump box & plow						
				1.00						2015	Ford Transit 150 Cargo Van						
				1.00						2012	Ford F450						
				1.00						2017	Ford F550 Bucket Truck						
				1.00						2018	Ford F250						
				1.00						2017	Ford F250						
				1.00						2018	Ford F350						
1.00										2006	Sterling Dump						
1.00										2017	Mack Dump						
1.00										2014	International 7500						
1.00										2012	International 7500						
1.00										2007	Sterling Dump						
1.00										2018	Mack Dump						
1.00										2008	Sterling Dump						
1.00										2018	Mack Dump						
										2012	Ford F250	Supercab					
1.00										2013	International 7500						

13.0 Large Vehicles
20.0 Medium Vehicles
29.5 Small Equipment / Parking
0.0 Large Vehicles
4.0 Medium Vehicles
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Warm Large	Warm Med.	Warm Small	Cold Large	Cold Med.	Cold Small	Out-doors	Maint. Only Large	Maint. Only Med.	VEH #	YEAR	DESCRIPTION	BRAND	MODEL	NOTES	REMAIN AT EXG FACILITY	COLD STORAGE / COVERED / SEASON ROTATION	OUTDOORS	
1.00										2005	Ford Van							
	0.50									2021	Toro Z Master 7500							
1.00										2021	Trackless MT7 plus attachments							
		1.00								2021	Rayco Trailer - stump grinder							
		1.00								1997	Cronkhite Trailer - bobcat							
		1.00								2019	Bobcat skid loader							
		1.00								2019	Bobcat skid loader							
		1.00								2018	landpride flex mower							
		0.50								2017	JD turf mower							
		1.00								2017	JD Compact Utility Tractor							
		1.00								2018	JD Compact Utility Tractor							
		0.50									Utility Tractor attachments							
		0.50								2019	JD turf mower							
		0.25									648R Stand Up Turf Mower							
		0.50									Walk behind mowers							
		0.50									Toro Turf sweeper							
		0.50								2017	Kromer Field Maintenance Tractor							
		1.00								2018	Kubota Utility							
		1.00								2019	Kubota Utility							
		0.50									JD Commerical ztrac mower							
		0.50									JD Commerical ztrac mower							
		0.50									JD Commerical ztrac mower							
		0.50									JD Commerical ztrac mower							
			1.00							2005	tomahawk trailer							
			1.00							2014	towmaster trailer							
					1.00					1980	12x8 trailer							
						1.00				1997	20' trailer							
										2012	carhauler trailer 20'							
										2012	18' trailer							
										2000	10' puppet trailer							
											10' car trailer							
										2016	midsota dump trailer							
										2015	Sewer pump trailer							
										2015	trench box trailer							
										2019	Sullivan Air compressor							
		0.50									Titan paint striper							
		0.25									Fertilizer sprayer							
		0.25									trash pump							
		0.25									Trailer mounted trash pump							
		1.00									Felling Trailer (paver)							
1.00											Snow Wolf Blower							
		0.50									Tack Machine							
		1.00									Toyota Forklift							
		0.25																
		0.50								2016	Mauldin Asphalt Paver							
		1.00									Asphalt hotbox							



13.0 Large Vehicles
20.0 Medium Vehicles
29.5 Small Equipment / Parking
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		0.25															
		1.00									vibratory tamper						
										2014	Vermeer brush chipper						

Space Standards – Typical Division Required Functions

Each standard provided here include spaces that were identified on Divisional Programming Worksheets or during interview / facility tours. These are spaces that are identified as “typical” between all divisions and would be necessary in whole or part if each division was located within their own facility. Sizes are based on factors such as, code based requirements and industry standards / best practices. In a combined facility, there would be redundancies between each division that can be combined for joint use.

Administrative Purpose Spaces

Building Entry / Vestibule 64 SF 8' x 8'

A primary or secondary environmentally controlled entry point that provides an airlock separation between exterior and interior spaces, or separation between two building uses that need air separation.

Secure Foyer / Transaction 120 SF + 12' x 14'

For agencies receiving public visitors, whether for frequent visits to staff or financial transactions, this space provides a secure, but inviting interior waiting area with a direct transactional space for interaction with staff. Ultimate size depends on frequency and number of visitors.

Reception / Admin Workstation 120 SF 10' x 12'

A work space for administrative specialists to receive visitors, grant visitors access to the rest of the facility, and accomplish day to day work activities. This work station is secure and has good visibility to the entry and rest of the administrative area. Size is based on single administrative worker. Add for additional existing or future roles.

Resource/Document and Collaboration Area 150 SF 10' x 15'

An area for the preparation and processing of documents, copy machine and printer location. Includes general office product storage and a work counter for staff collaboration. Size noted is minimum base recommended, with increased size programmed to meet number of staff. This space could be repeated for multiple, larger work divisions, if siloization is operationally required.

Private Office Tiers

I - Division Manager / Director Office 216 SF 12' x 18'

Private office for the manager of the overall operational division.

II - Supervisor Office 168 SF 12' x 16'

Private office for a supervisor of specific divisional operations

III - Staff Office 120 SF 10' x 12'

Private office for divisional staff such as a technician / specialist or other working staff member requiring a private workspace.

IV – Technician / Specialist 64 SF 8' x 8'

Open Office Workstation or optional to create as a private office for divisional staff such as a technician / specialist or other working staff member requiring a dedicated, solo workspace.

Field Staff Workstation / Open Office 36 SF 6' x 6'

An open office style workstation (sitting or standing) that can be utilized by a divisional field staff. Cubicle or office furniture can be utilized to separate. These are non-staff dedicated and are typical one per a specific number of staff. Typically found in an open office scenario.

Meeting and Gathering

Small Conference Room 120 SF 10' x 12'

Small meeting room for 4-6 person meetings. Typically, adjacent to private offices.

Standard Conference Room 240 SF 12' x 20'

Large meeting room for a comfortable setting of 12 people, with large conference table and audio-visual presentation equipment.

Large Conference Room / Training Room 500 SF Min. 20' x 25' Min.

Meeting room for a comfortable setting of a minimum of 25 people. Seating configurations based on unconcentrated tables and chairs set up in a row format. Sometimes used as an emergency operations base, whether the space receives only hardening (solid structure) or full FEMA rated structure and building system support is based on agency need.

Larger groups can be accommodated by combining multiple conference rooms (via operable partition), or by creating multi-purpose rooms or crew rooms – see Glossary.

Personnel Support Spaces

Breakroom 35 SF / Staff Varies

Dedicated space for taking periodic breaks during the workday. Space includes dedicated area for food preparation and storage. Size depends on number of divisional staff, and day to day activities. Space can be increased to accommodate public meetings and after hours gathering or activities.

Locker Room 15+ SF / Staff Varies

Locker facility for personal storage locker per each operational staff member. Space includes dedicated 2' x 2' nominal, secure personal storage locker. Specific operations may require additional lockers, depending on uniform services, dirty or wet divisional operations.

Locker facilities can be gendered or non-gendered, depending on agency standards and practices.

Restrooms can also be combined with these facilities to create gendered locker facilities.

Universal Public Restroom 72 SF 8' x 9'

Public access ADA restroom, non-gender specific for use by visiting public.

Non-gendered Shower Room 81 SF 9' x 9'

A non-gendered shower room is a universal user facility typically combined with non-gendered locker room, or isolated to another specific area for use in conjunctions with some specific services, such as watermain repair or handling of hazardous materials.

Wellness Room **64 SF** **8' x 8'**

This room serves as a quiet, personal break area for single user function. This has been typically dedicated as a mother's room, or for operations that frequently require overnight or long-term stays at the facility due to emergency conditions.

Fitness Room **288 SF** **12' x 24'**

Houses some fitness equipment to promote staff personal physical and mental health and wellbeing. Final size depends on type of equipment being provided for staff. Base size includes area for treadmill(s), stationary bike(s), and some small weight equipment.

Facility Functional Support Spaces

IT Closet **48 SF** **6' x 8'**

Minimum size for the inclusion of IT distribution systems for a divisional use facility. Larger space is required for large administrative work purposes (large number of computers), or multiple locations when facilities are large enough to require additional signal infrastructure.

General Storage / Supply Closet **100 SF** **10' x 10'**

General size for the secure storage of divisional administrative items. This can include paper goods, office supplies or specific operational equipment, such as Personal Protective Equipment (PPE).

Janitorial **63 SF** **7' x 9'**

General, minimal size for the storage of facility cleaning supplies, wet sink and building maintenance items.

Mud Room / Wash Area **96 SF** **8' x 12'**

Interior, wet area for staff to wash hands and/or boots, remove dirty or wet outer layer of clothing to contain dirt or contaminated clothing in an operational area prior to entering an administrative space. Typically an interior air-lock vestibule to provide temperature and air pressurization difference between differing facility functions.

Mechanical and Electrical Room **% of Supported Area** **Varies**

Rooms / Space dedicated for water service, electrical service

Space Standards – Vehicle and Equipment Storage and Parking

Each vehicle size and parking configuration can be located in warm, cold, covered or outdoor parking scenarios.

Large Vehicle Spaces: **20' x 45'** **900 SF**

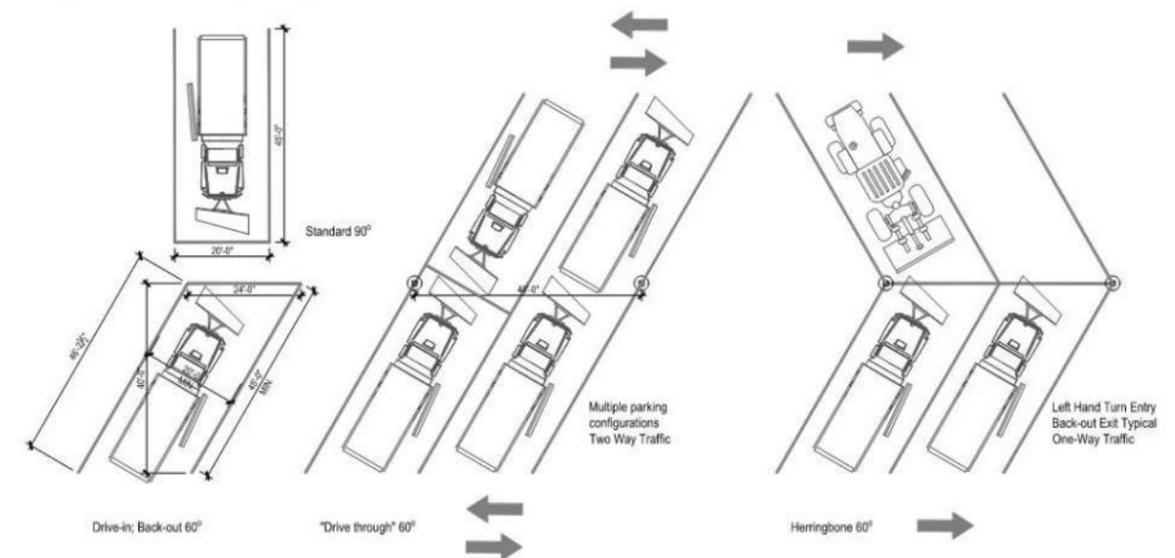
Single Axle and Tandem Axle Vehicles; Plow Trucks, Vactors, Jettors, Graders, Loaders, F550 or Larger, Pick-ups with telescoping arms (forestry or electrical utility bucket trucks)

As recent as five years ago, these trucks were being programmed for a parking space as little as 18' wide by 36' long. However, by adding larger front end plows, side and rear brine tanks, larger hopper capacity for salt, and an increasing number of tandem axle trucks versus single axle trucks, these spaces have grown to accommodate the added features.

Larger vehicles also have larger turning radiuses and are less maneuverable in interior parking structures. Parking of these vehicles is often at a 60 degree angle to accommodate an easier access and exit of the parking stall. Space layouts and configurations include drive-through where bays are oriented in the same direction, or herringbone. Ideally, drivers of large vehicles would make a left-hand turn (or have circulation in a counterclockwise motion) for easier turning. Multiple drive lanes are required when these two methods are employed for large vehicle parking. Parking layouts are determined by the number of vehicles needed to be accommodated, and departmental operational standards, such as ordered exiting (Truck A always exits first at start of day and enters first at end of day). Drive lane widths should be no less than 26' where any backing is a possibility.

When these parking layouts are utilized, a long span structural system must be used to reduce column obstructions. Economical structural spacing for a central bearing line, is typically a column with concrete base every two large vehicle stalls, or 48'. These column locations can support air, water, electrical and fluid drops for general maintenance of vehicles and the facility in general.

Large Vehicle Parking Configurations

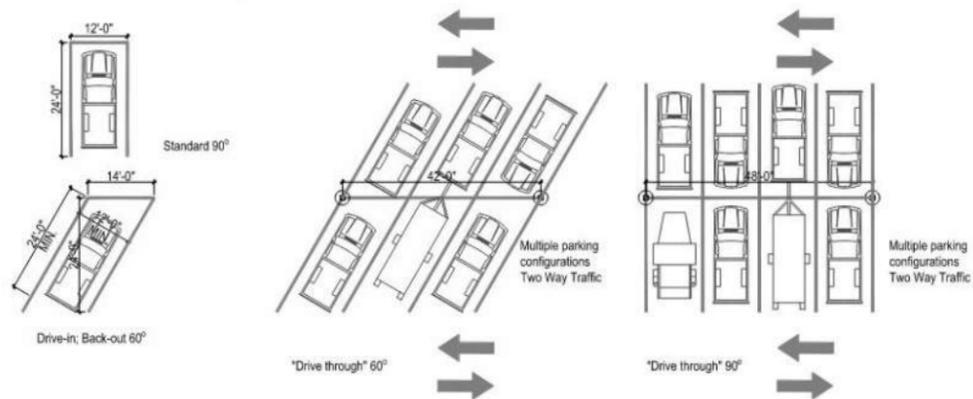


Medium Vehicle Spaces: 12' x 24' 288 SF

Pelican Sweepers, Large Pick-ups (F350-F450 Chassis, GM 2500 Chassis or larger), large tractors, back-hoe / loader combinations

These spaces, when oriented in a drive through pattern, can support a multitude of vehicle parking strategies. Sixty degree parking is used as a continuation of the large vehicle 60 degree parking when the total length of the building may support this. In either 60 degree or standard 90 degree, the drive through nature can support drive through, head in / back out, or pull through with trailer.

Medium Vehicle Parking Configurations



Small Vehicle Spaces (Standard Parking) 10' x 20' 200 SF

Everyday pick-up truck chassis (F150, F250 or GM 1500), Sedans, most Parks and Recreation Maintenance Equipment (Large Mowers)

Portions of small vehicles spaces: 8' x 8' or smaller 64 SF Max

Measured as a fraction of a smaller spaces

Skid steers, Large Toro Mowers, Cushman Carts and Toro Work-master

Trailers

Large Trailers, enclosed and open on tandem axle	12' x 24'	288 SF
Tow Plows	12' x 36'	432 SF
Small, single axle trailers	10' x 20'	200 SF

Space Standards – Vehicle and Equipment Service Bays

Bays to Technician Ratio / Equipment to Technician

There are three methodologies of planning how much space and work load a single service technician can be allocated:

1) Bays to Technician.

This method is more flexible, in that the bays may be dedicated for certain services, while the technicians are not.

This is more typical of larger departments, that may or may not incorporate personnel shifts. Fleet make-up can still dictate the ratio of bays to technician. Industry standards are typical at an absolute minimum of two bays per technician ratio (2:1).

Trends in fleet sizes and available technicians have increased that ratio to **2.5:1**.

The rationale is that for every bay that has a dedicated repair taking place, there is at least one bay dedicated to back-log, rotation, and staging indoors for preparation of service. If fleet maintenance activities include dedicated specialized equipment maintenance, such as fire apparatus, police squad set-up or sanitation hydraulics, then a higher ratio of approaching 3:1 might be necessary to accommodate possible delays in parts availability and the inherent complications typical on larger projects.

Departments that contract some activities, such as squad set-up, major overhaul or specialized equipment repair, can trend closer to the 2:1 ratio.

Departments with three or fewer mechanics, should also trend on the higher side of the ratio to provide flexible workspace for large repairs.

2) Equipment to Technician.

This method is based on a distinct definition of each technician's role, or where day to day operators are allowed to perform preventative maintenance but need dedicated space to do so.

One technician may specialize in police squad oil changes, while another is responsible for all large vehicle hydraulics. In that case, a ratio of equipment type per technician is going to range from 12-18 pieces of equipment per technician for large vehicles and major services, and 18-30 for small and standard services.

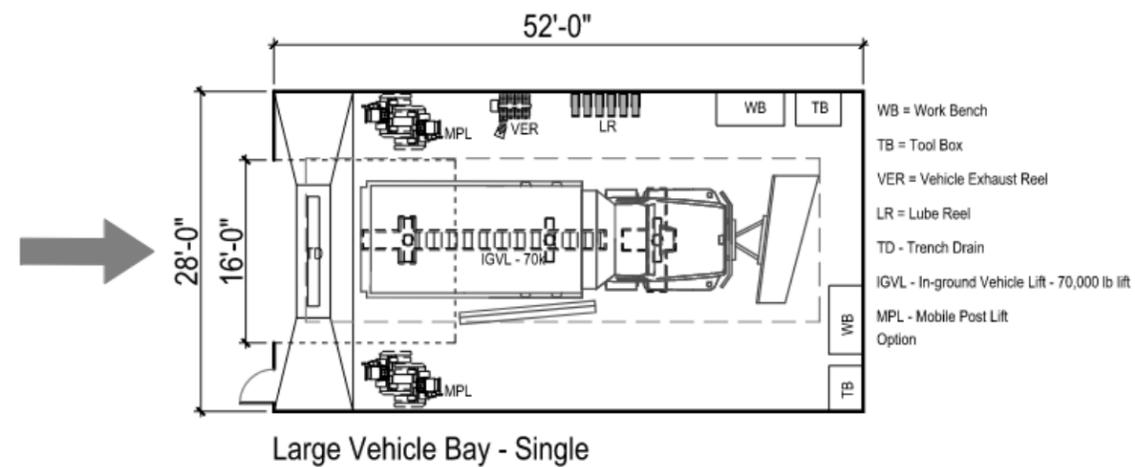
This method is also variable, based on total fleet make-up and number of vehicle maintenance staff. A program can either assume a total number of pieces of equipment per technician regardless of size or expertise, or be broken down by vehicle size and type, based on a technician's defined role.

3) Service Equivalents per size of fleet.

This method uses similar ratios to the Equipment to Technician method but takes the number of staff out of the equation, and uses the fleet size to determine the number of bays. This method is more typical for fleets needing regular inspection services, such as federally funded transportation fleets (Mass transit, GSA ride-share fleets, etc.)

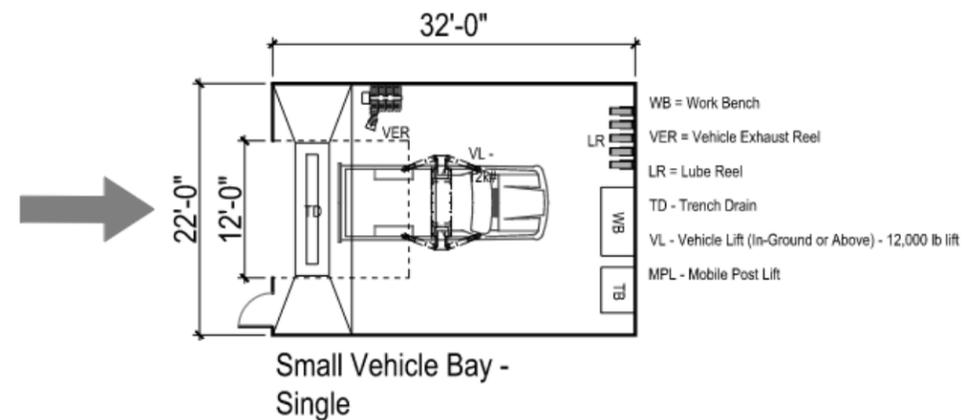
Single Large Vehicle Bays **28' x 52'** **1,456 SF**

Single Bay, drive-in or drive-thru, 24' – 26' interior clear height typical
 Service Single Large Vehicle (up to Tandem), Medium Vehicles and Small Vehicles
 In-Ground Lift Maximum Capacity (Typical) – 70,000# to 105,000#



Single Small Vehicle Bays **22' x 32'** **704 SF**

Single Bay, drive-in / drive-thru, 24'-26' interior clear height typical allows for overhead doors to be vertical lift doors and reduce bay depth needed for lifting of vehicle.

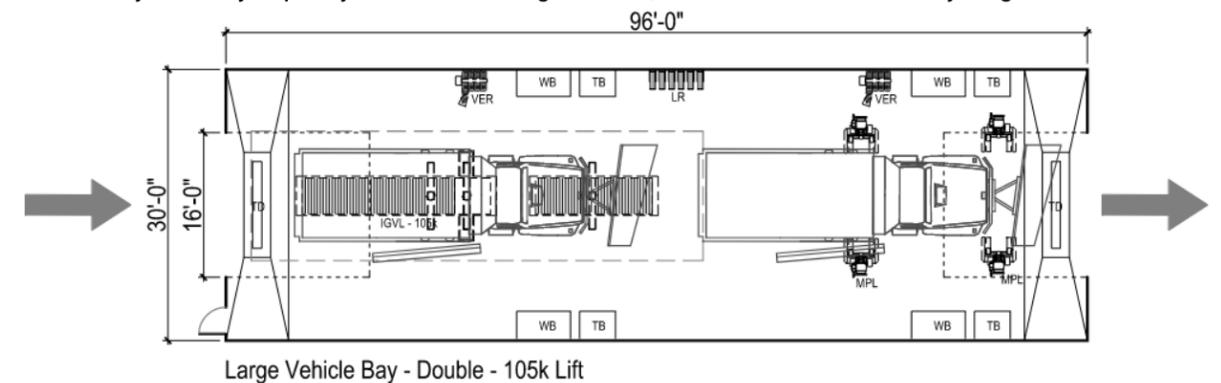


Double Large Service Bays – End to End **30' x 96'** **2,880 SF**

Large bays are placed end to end to allow longer vehicles to be serviced within. This is typical for departments which service fire department apparatus, in which case, the bay width is also increased to accommodate the apparatus movement and additional support required for the equipment size.

These bays can accommodate two tandem vehicles without attachments (plows/rear brine tanks).

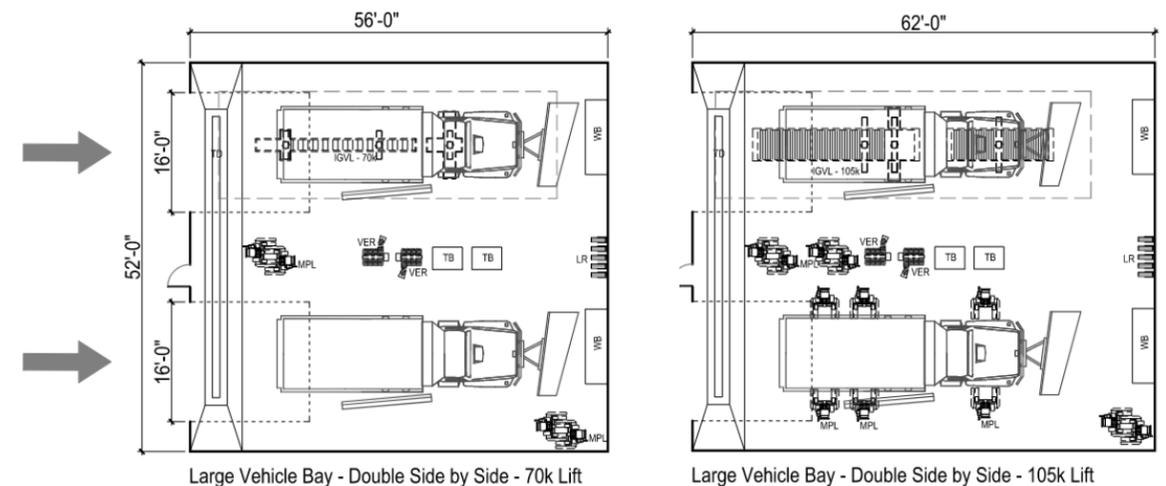
Vehicle Lifting options, include in-ground and mobile column lifts. In-ground capacity choices may limit bay capacity for a second large vehicle, without an increase in bay length.



Double Large Service Bays – Side by Side **52' x 56'+** **2,912 SF**

When planning for multiple large bays, side by side placement of single bays can find space economy in width if structural design allows free span. Bays get slightly longer to accommodate work bench placements. Bays are always drive in – back out.

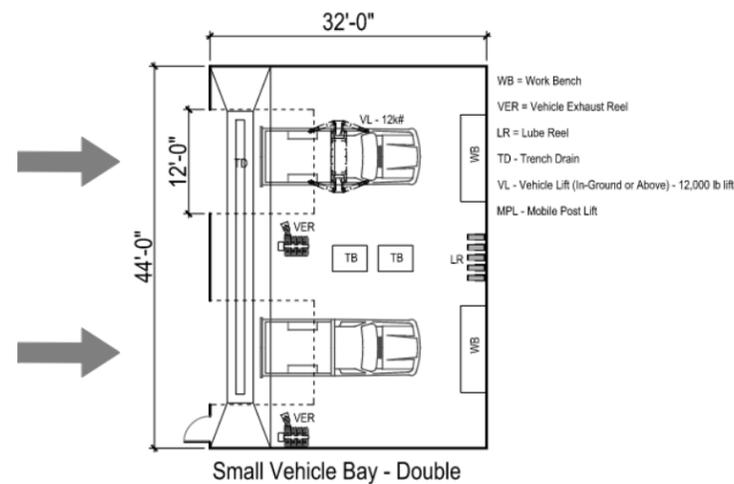
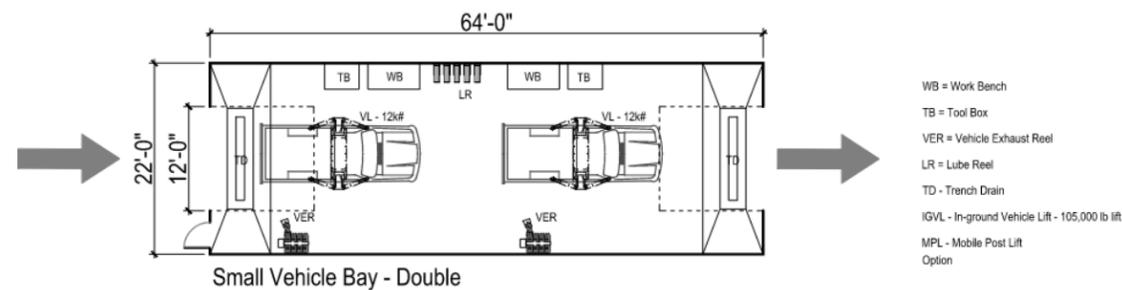
Vehicle Lifting capacity requirements, may require longer bays, to accommodate larger infrastructure.



Double Small Service Bays

- Double Small Vehicle Bays – end to end 22' x 64' 1,408 SF
- Double Small Vehicle Bay – side by side 44' x 32' 1,408 SF

These bays are two smaller bays placed end to end or side by side to be able to service multiple vehicles by one service technician at one time. They are typically planned for a specialized service technician in charge of a specific fleet segment, such as police squads or parks maintenance equipment. One bay typically includes an integrated lift (in-ground or bolt-down), while the other is flat service area for flexible use. The bay is not simply doubled from the single bay scenario. Additional length or width may be needed to accommodate special vehicle lifting methods (platform lifts) and specialized work bench / toolbox / digital diagnostic podium placements between bays.

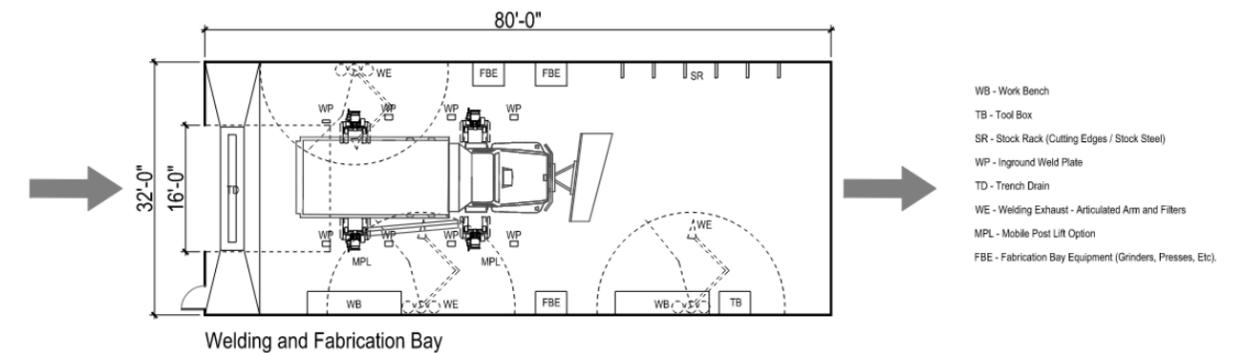


Space Standards – Specialty Service Bays and Work Shops

Welding and Fabrication Bays 32' x 52' 1,456 SF

These bays need to have enough space for large vehicle to be serviced, as well as flexible use space for equipment such as presses, grinding tables, and work benches that allow for smaller service projects off-vehicle. They also need to be large enough to provide adequate lay-down space for plow and wing attachments that cannot be removed, as they may be for service in a typical bay.

Minimum length recommended is matching large maintenance bay dimensions, so that a fabrication bay can also be a large maintenance bay. The larger depth diagram illustrates a standalone bay with bulk material storage.



Tire and Brake Service Bay 24' x 40' 960 SF

Tire balancing and brake service bays are typically adjacent to main service bays and behave more like independent workshops rather than a traditional service bay. Equipment for service is permanently installed around a perimeter wall or stored within a smaller dedicated area and rolled into this bay or a dedicated small vehicle bay when service is required. These bays resemble typical small service bays but require slightly larger space for specialized equipment and tool storage dedicated to this task.

Squad Car Set-Up Bay 24' x 40' 960 SF

Occasionally, service technicians have a dedicated specialty of advanced police squad set-up. Vehicles arrive as standard police service vehicles and need complex electrical set-up and installations, that can include a climate-controlled, dust-free areas. These bays are usually adjacent to main service areas but are isolated by doors and/or partitions. These bays resemble typical small service bays but require slightly larger space for specialized equipment and tool storage dedicated to this task.

Wash Bay 30' x 56' 1,680 SF

These bays are crucial to long term service of all public infrastructure maintenance equipment. They are minimally sized to hold the largest vehicle in the fleet and provide room for a staff member to circulate around the vehicle to inspect and clean the equipment. The size indicated, is for a single stall wash. High volume water sources, washing equipment and apparatus will vary based on Wash Bay location relative to vehicle storage and other operational circulations. Wash Bays are typically found either at or near the primary vehicle entry to warm storage, near the vehicle maintenance bays, or are completely isolated to service a diverse fleet and restrict access to specific divisional operational areas.



Heating may be limited to keeping interior temperatures of around 40 degrees Fahrenheit and is sometimes referred to as Sem-Conditioned or Unconditioned Storage (based on local energy codes).

Facilities of significant size can be protected with a dry-pipe automated fire suppression system.

Covered (lean-to) Storage

This storage methodology is not fully enclosed but will have overhead protection from precipitation. As the area is open to the exterior, heating is not permitted by energy codes. Lighting is provided at minimum acceptable levels to not provide light pollution to adjacent properties. Open air storage does not limit exposure to freezing temperatures, vermin exposure or provide fully secure storage.

Outdoor Storage

Outdoor storage is simply exterior space, paved or not, for on-site storage of bulk materials or other supporting equipment that is not daily mission critical.

Workshop

An enclosed, open plan work area that is used for specialized division work tasks. Often given both interior and exterior access. Work benches, tool and material storage areas and mezzanine storage and access are often incorporated into these spaces. Sizes vary based on inclusion of specialized vehicle parking, size of operational equipment or material storage (water meters vs. lumber storage racks) etc. Crew Rooms are often found adjacent to Workshops but separated to keep Clean and Dirty work activities separated.

Bone-Yard

A large area of open site space, organized by either material laydown areas or material storage bins (constructed with large concrete blocks / panels, timber walls or cast concrete partitions) to store non-critical, weather exposed building materials or equipment. Often located to the rear of a site and significantly screened from adjacent property uses.

Staff from Oertel Architects, Ron Betcher and Eric Werner met with Public Works Director Howard Steenberg on April 12, 2023 to discuss and tour the South St. Paul Central Maintenance Facility in South St. Paul, MN. Mr. Steenberg presented a tour throughout the facility and explained overall operations, current deficiencies, operational challenges with the current amenities, and which spaces are functioning sufficiently.

The goal of this visit was to analyze the ability of conditions to continue to support best practices for efficient and safe delivery of Public Works operations. Best practices include: how the space is functioning, how easily staff is able to perform their duties and tasks, how safe working spaces are, and if there is enough storage to meet the demand of the space. The facility's structural, mechanical, and electrical conditions will be addressed in more detail by a separate facilities study report by Kraus-Anderson. Select photos that illustrate the operational and architectural concerns are included in this report.

The City of South St. Paul Central Maintenance Facility includes the Public Works, Streets, Utilities, and Parks divisions.

The site includes the Main Facility, Salt Storage, Cold Storage, Bulk Material Storage Bins, Site Work Area, Parking, Fuel Cubes, Brine Storage Tank, along with Material and Parts Storage.

NOTES FROM STAFF MEETINGS / INTERVEIWS:

STREETS:

Responsibilities: Perform street maintenance, boulevards, light pole maintenance, striping, snow removal, tree trimming and removal.

- Overhead doors too small
- Lacking appropriate restrooms, showers, and lockers
- No ice machine
- Need storage for truck with trailer attached
- Need a wash bay
- Current storage lacks floor drains
- Need more outlets
- Need exterior wash area
- Need back-up generator
- Need appropriate lighting
- Would like natural daylighting
- Lacking appropriate meeting, training space
- Need extra storage / racking, interior storage for blades
- Need covered exterior storage bins: class V, sand
- Lack laundry facilities
- Would like exterior break area, near break/lunch room
- Need wider hallways
- Lower / main level locker room and multi-purpose room would be ideal, offices could be upstairs
- All equipment on-site
- Would like paperless time keeping

PARKS:

Responsibilities: Take care of sidewalks, alleys, baseball fields, disc golf fields, benches, playgrounds, city boulevards, shelters, minor park tools maintenance.

- Overhead doors too small
- Staged vehicle storage lacking
- Overall storage is lacking, double and triple handling equipment
- Lacking outlets
- Need washbay
- Need hotsy
- Need outdoor wash area
- Need hot water (vehicle maintenance bay is the only space with hot water)
- Would prefer their own, dedicated areas for vehicle and equipment storage, shop space, office space, etc.
- 50% of equipment is off-site
- Actual building at "The Landing" would be nice
- Egress doors and service doors throughout vehicle storage would be ideal
- Lower / main level locker room and multi-purpose room would be ideal
- A small maintenance shop / bay would be ideal, with a small mower lift
- Would like a large muster room, not in the shop space
- A separate wood shop would be ideal
- Lacking eye wash stations
- Need laundry facilities
- A fitness room would be nice
- Current vehicle storage area lacks floor drains
- Would like secure employee parking
- Lacking trash can / container storage
- Anticipate more service areas in the next five years: more parks, new library, city takes care of abandoned properties
- "Front door presence" / open to the public, but also secure
- Privacy fence would be nice
- Need outdoor wash area

MECHANICS:

Responsibilities: Take care of all City vehicles including: ice rink, airport, fire department and West St. Paul Fire Department, administrative, arena, police department

- Overhead doors too small
- 6 bays would be ideal
- Lacking bay height
- No in ground lifts
- Need more outlets
- Lacking storage/service depth (connected trailer staging)
- Lacking lighting, drains
- Need separated spaces for maintenance and parts (currently shared space)
- Separate metal working / welding bay would be ideal
- Would like tire/wheel machines in a separate room
- Lacking eye wash stations
- Need laundry facilities
- Would like a fitness room
- Need secure employee parking
- A privacy fence would be ideal
- Would like cleaning functions
- Front entrance should have a public face
- Need more parts storage space

UTILITIES:

Responsibilities: Take care of all City water, storm, waste, sanitary, floodwater, and pool services. Street lighting locates.

- 9 well houses, 3 storm lift stations, 2 flood wall lift stations, 3 sanitary lift stations, 4 water storage stations. One new water treatment plant is planned for in near future.
- All have back-up generators.
- Would move about 1/2 of their equipment to a central facility if there was space (currently don't have sufficient space to do that).
- Flood walls stored off-site.
- Would prefer separate vehicle / equipment storage and shop spaces
- Need utility shop in a new facility
- Outdoor storage should be at least partially covered (i.e. UV damage to plastic piping, hydrant storage, etc.) Also inefficient during the winter to have to dig out equipment / parts / structures
- Need a decontamination room with wash capabilities
- SCADA (need back-up generator)
- Still use some physical maps, but transitioning to digital
- Boot dryers needed
- Lacking appropriate locker rooms and restrooms

- Would like a mud room
- Would prefer separate laundry facilities (currently lacking any)
- Need washbay
- Vactor truck storage
- Need a fill station for City use, and potentially for public sale use
- Infrastructure is aging, causing more frequent repair requirements
- Need a muster space
- Would prefer their own, dedicated areas for vehicle and equipment storage, shop space, office space, etc.
- Must be able to use a fork lift or pallet jack in storage area.
- Need more outlets
- Need worktables with vise, sink, ergonomically designed.
- Parts storage currently not near worktables
- Currently double and triple handling equipment due to lack of available storage space.
- Need some flammable / chemical storage space
- Utilities take care of excavation (for any City related street work), Streets does repair.

#1

COMPLETE

Collector: Web Link 1 (Web Link)
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Page 1

Q1

About You

Your role/position **Maintenance Worker**
 Your work group/division **Utilities**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Very Poor
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Fair

Q3

What would you change about your facility to make it the best place to work?

Climate controlled in all rooms/areas. Proper ventilation in shops & vehicle areas. Windows in all offices. ADA compliant.

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Somewhat
Connection to other staff	Somewhat
Connection to the public	Not at all
Wellbeing	Somewhat
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	No Impact
Incorporation of new technologies (remote vehicles, alternative fuels)	No Impact
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Least Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration, Engineering

Q7

Please rate the following existing conditions of your facility:

- Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas) **Very Poor**
- Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors) **Poor**
- Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control) **Fair**
- State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies) **Poor**
- Task convenience options: (additional outlets, air and water drops etc) **Poor**
- Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting) **Very Poor**
- Regenerative energy resources: (solar panels, geothermal, wind generation) **Very Poor**

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
 No access to computers. Locker room/bathroom open to break room.... Mens only

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

- Utilities: Water / Sewer / Storm **Could be separated without significant operational impact**
- Streets **Requires collocation for efficiency**
- Parks **Requires collocation for efficiency**
- Administration **Requires collocation for efficiency**
- Central Garage **Requires collocation for efficiency**

Q10

0 - 25%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, but some equipment rotation is useful for our seasonal operations to be more efficient

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

There is no generator & major problems occur when there is a power outage. No elevator to 2nd floor. No womens restroom. No more power or space available in bldg

#2

COMPLETE

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Page 1

Q1

About You

Your role/position **lead mechanic**
 Your work group/division **public works**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Fair
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Poor
Durable building materials: impact resistance and cleanable surfaces	Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

build a new public works building, current one is 50 years old. Need more room for parking equipment. Better restrooms for female employees, no backup generator, no fire suppression system. just need better layout of a new facility that will make ours jobs easier and safer.

Q4

To what extent does your current workplace support you:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Completely
Connection to the public	Mostly
Wellbeing	Mostly
Satisfaction at work	Completely

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	No Impact
Infrastructure age and service	Most Impactful
Public access and interaction	Most Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration,
Engineering,
Finance,
Parks & Recreation,
Public Safety

Q7

Please rate the following existing conditions of your facility:

- Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas) **Poor**
- Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors) **Poor**
- Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control) **Fair**
- State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies) **Fair**
- Task convenience options: (additional outlets, air and water drops etc) **Fair**
- Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting) **Fair**
- Regenerative energy resources: (solar panels, geothermal, wind generation) **Very Poor**

Q8

Yes

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

- Utilities: Water / Sewer / Storm **Requires collocation for efficiency**
- Streets **Requires collocation for efficiency**
- Parks **Requires collocation for efficiency**
- Administration **Requires collocation for efficiency**
- Central Garage **Requires collocation for efficiency**

Q10

0 - 25%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

I don't know...we have always rotated equipment so I don't know if a change would increase efficiency

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

include all employees in discussion about a new building, layout and needs of space

#3

COMPLETE

Collector: Web Link 1 (Web Link)
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Last Modified: Monday, March 20, 2023 2:47:50 PM
Time Spent: 02:08:37
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Page 1

Q1

About You

Your role/position **Assistant to Public Works Director**
 Your work group/division **Public Works**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation) **Very Poor**
 Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control) **Very Poor**
 Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors) **Poor**
 Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control) **Fair**
 Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions **Very Poor**
 Durable building materials: impact resistance and cleanable surfaces **Poor**
 Acoustic treatments: sound separation or isolation in support of your core functions **Poor**

Q3

What would you change about your facility to make it the best place to work?

New building...separate womans bathroom/locker rooms, everything is outdated/old

Q4

To what extent does your current workplace support your:

Focus **Somewhat**
 Collaboration **Somewhat**
 Connection to other staff **Somewhat**
 Connection to the public **N/A**
 Wellbeing **Completely**
 Satisfaction at work **Somewhat**

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development **Most Impactful**
 Incorporation of new technologies (remote vehicles, alternative fuels) **Most Impactful**
 Increased safety measures (OSHA regulations, increased training) **Most Impactful**
 Infrastructure age and service **Most Impactful**
 Public access and interaction **Least Impactful**

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission? **Engineering, Parks & Recreation**

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas) **Poor**

Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors) **Very Poor**

Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control) **Fair**

State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies) **Fair**

Task convenience options: (additional outlets, air and water drops etc) **Very Poor**

Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting) **Very Poor**

Regenerative energy resources: (solar panels, geothermal, wind generation) **Very Poor**

Q8 Somewhat (please describe):

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)
 No womens restroom

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

- Utilities: Water / Sewer / Storm **Requires collocation for efficiency**
- Streets **Requires collocation for efficiency**
- Parks **Requires collocation for efficiency**
- Administration **Requires collocation for efficiency**
- Central Garage **Requires collocation for efficiency**

Q10

25 - 50%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, but some equipment rotation is useful for our seasonal operations to be more efficient

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

We need an actually meeting room that is separate from a lunch/breakroom. A couple of extra desks with computers for the guys to use if needed.

#4

COMPLETE

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Started: Monday, March 20, 2023 2:19:50 PM
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Time Spent: 00:28:06
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Page 1

Q1

About You

Your role/position **Public works Superintendent**
 Your work group/division **Public Works**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Very Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Very Poor
Durable building materials: impact resistance and cleanable surfaces	Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

New building..; Seperate rest rooms and locker rooms complete restoration and update

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Somewhat
Connection to the public	N/A
Wellbeing	Mostly
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Most Impactful
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

**Engineering,
Parks & Recreation**

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas) **Poor**

Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors) **Very Poor**

Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control) **Fair**

State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies) **Fair**

Task convenience options: (additional outlets, air and water drops etc) **Very Poor**

Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting) **Very Poor**

Regenerative energy resources: (solar panels, geothermal, wind generation) **Very Poor**

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
 Outdated and very limited space

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

- Utilities: Water / Sewer / Storm **Requires collocation for efficiency**
- Streets **Requires collocation for efficiency**
- Parks **Requires collocation for efficiency**
- Administration **Requires collocation for efficiency**
- Central Garage **Requires collocation for efficiency**

Q10

25 - 50%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, but some equipment rotation is useful for our seasonal operations to be more efficient

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

Need room for future growth

#5

COMPLETE

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Page 1

Q1

About You

Your role/position **Public Works Lead Worker**
 Your work group/division **Street Department**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Poor
Durable building materials: impact resistance and cleanable surfaces	Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

Larger Offices/ Meeting Room/ More bathrooms/ More open space overall in shop areas

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Somewhat
Connection to the public	Somewhat
Wellbeing	Somewhat
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Least Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6

Engineering

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
 Computer access minimal for all employees/ No actually meeting room, just a lunchroom that is under sized. Locker room under sized. Minimal bathrooms for all especially female restroom options

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Somewhat
Connection to the public	Somewhat
Wellbeing	Somewhat
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Least Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Engineering

Q10 50%+
 Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11 Yes, but some equipment rotation is useful for our seasonal operations to be more efficient
 To what extent does your equipment rotation process put strain on efficient and effective daily operations?"

Q12
 What else should we know about as we consider long-term improvements to your facility and grounds?"
 Upper-level offices, large lunchroom and a separate meeting room, maybe a separate media room for employees to access computers. A wide-open floor plan with natural lighting in the garage and/or equipment areas/ backup generator/ wash bay

#6

COMPLETE

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Page 1

Q1

About You

Your role/position	lead worker utilities
Your work group/division	utilities

Q2

Please rate the existing indoor environmental conditions of your facility:

- Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation) **Poor**
- Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control) **Poor**
- Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors) **Very Poor**
- Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control) **Fair**
- Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions **Very Poor**
- Durable building materials: impact resistance and cleanable surfaces **Fair**
- Acoustic treatments: sound separation or isolation in support of your core functions **Very Poor**

Q3

What would you change about your facility to make it the best place to work?

the lighting is very poor and at times we need to bring in more lighting to work. the building is to small for the number of employees we have and there is inadequate space to work we feel like we are on top of each other

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Somewhat
Connection to other staff	Mostly
Connection to the public	Completely
Wellbeing	Somewhat
Satisfaction at work	Completely

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Engineering

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Very Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Very Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Yes

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Could be separated without significant operational impact
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q10	25 - 50%
Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"	
Q11	No, we do not lose any efficiency or effectiveness due to equipment rotation
To what extent does your equipment rotation process put strain on efficient and effective daily operations?	
Q12	
What else should we know about as we consider long-term improvements to your facility and grounds?"	
the power grid is completely full at our shop and we cannot add on and when we have a power outage the utilities department has to run the computer system manually on a backup portable generator. The building is outdated and needs drastic improvements from how the size of the building is to small to not enough storage for equipment and also onto the safety of the building with the electrical system	

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 22, 2023 10:21:41 AM
Last Modified: Wednesday, March 22, 2023 10:48:14 AM
Time Spent: 00:26:32
IP Address: 156.142.172.133

Page 1

Q1

About You

Your role/position **Mechanic**
 Your work group/division **Public works**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Very Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Poor
Durable building materials: impact resistance and cleanable surfaces	Very Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Very Poor

Q3
 What would you change about your facility to make it the best place to work?

Separate the locker room from the break room/lunch room. Add more bathroom stalls. Add separate locker and restrooms for female employees. Easier access to breakroom, locker room and restrooms. Skylights and more windows for natural sunlight. Air conditioning for the entire facility or a better way to keep shop cooler for mechanics vs fans blowing around hot air in summer. More parking for visitors. More parking with larger doors for ease of equipment to go in and out of. More space in facility lot for employee parking and maneuverability or all equipment. More inside storage for shop supplies/parts/equipment. More inside storage for equipment.

Page 2: Equipment, Facilities and Operations

Q4
 To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Mostly
Connection to the public	Mostly
Wellbeing	Somewhat
Satisfaction at work	Mostly

Q5
 Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Most Impactful
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6
 Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration,
Finance,
Parks & Recreation,
Public Safety

Q7
 Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8
 Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
 Only thing separating the locker room from the break room is a door that is always open. The locker room is attached to the restroom (2 stalls for 20 males)

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Could be separated without significant operational impact
Streets	Could be separated without significant operational impact
Parks	Could be separated without significant operational impact
Administration	Could be separated without significant operational impact
Central Garage	Could be separated without significant operational impact

Q10

50%+

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, and we would prefer not to rotate equipment at all

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

The more room and space the better for improvements as time goes on. More staff=more equipment and space needed. More equipment and jobs added to staff also = more space

#8

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 27, 2023 9:15:57 AM
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Time Spent: 00:15:57
IP Address: 156.142.172.133

Page 1

Q1

About You

Your role/position **Parks Lead**
 Your work group/division **Public works**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Fair
Durable building materials: impact resistance and cleanable surfaces	Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

Bigger building with more room to work on small projects like picnic tables and other buiding projects where we are limited on space . Water and floor drains around the whole shop for easy access to clean up a spill or wash trucks and equipment. More than 2 toilets in the shop..

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Mostly
Connection to the public	Mostly
Wellbeing	Mostly
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	No Impact
Incorporation of new technologies (remote vehicles, alternative fuels)	Most Impactful
Increased safety measures (OSHA regulations, increased training)	No Impact
Infrastructure age and service	Least Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration,
Parks & Recreation,
Public Safety

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Very Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
 There is not enough lockers in the locker room

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Requires collocation for efficiency
Central Garage	Could be separated without significant operational impact

Q10	50%+
Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"	
Q11	Yes, but some equipment rotation is useful for our seasonal operations to be more efficient
To what extent does your equipment rotation process put strain on efficient and effective daily operations?	
Q12	
What else should we know about as we consider long-term improvements to your facility and grounds?"	
More storage space. Wash bays, bigger carpenter shop , bigger sign shop, More shop yard space for employee parking. Drive thru shop so we could park trailers and trucks loaded with mowers inside and save some time in the morning.	

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 27, 2023 10:03:17 AM
Last Modified: Monday, March 27, 2023 10:12:49 AM
Time Spent: 00:09:31
IP Address: 172.58.83.7

Page 1

Q1

About You

Your role/position	Maintenance
Your work group/division	Maintenance

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Very Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Very Poor
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

Everything

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Somewhat
Connection to the public	Not at all
Wellbeing	Somewhat
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Least Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Least Impactful
Infrastructure age and service	Least Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Yes

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Could be separated without significant operational impact
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Requires collocation for efficiency
Central Garage	Requires collocation for efficiency

Q10	25 - 50%
Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"	
Q11	Yes, and we would prefer not to rotate equipment at all
To what extent does your equipment rotation process put strain on efficient and effective daily operations?	
Q12	Respondent skipped this question
What else should we know about as we consider long-term improvements to your facility and grounds?"	

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 27, 2023 10:02:13 AM
Last Modified: Monday, March 27, 2023 10:14:02 AM
Time Spent: 00:11:49
IP Address: 156.142.172.138

Page 1

Q1

About You

Your role/position	Street maintenance
Your work group/division	Streets

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Very Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Fair
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

Better heat, more toilets, bigger shop doors

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Completely
Connection to the public	Mostly
Wellbeing	Completely
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	No Impact
Incorporation of new technologies (remote vehicles, alternative fuels)	No Impact
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Least Impactful
Public access and interaction	No Impact

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Finance

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Fair
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Fair
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
 2 toilets isn't enough

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Requires collocation for efficiency
Central Garage	Requires collocation for efficiency

Q10 0 - 25%
 Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11 Yes, and we would prefer not to rotate equipment at all
 To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12
 What else should we know about as we consider long-term improvements to your facility and grounds?"
 More storage space and bigger parking stalls/garage bays. More toilets, better heat, shelves to keep equipment off the ground

#11

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 27, 2023 10:06:46 AM
Last Modified: Monday, March 27, 2023 10:15:35 AM
Time Spent: 00:08:49
IP Address: 174.199.33.115

Page 1

Q1

About You

Your role/position	Maintenance
Your work group/division	Streets

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Very Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Very Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Very Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Good
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

More restrooms. Dedicated wash bay. Better lighting. Larger shop with entrance and exit doors eliminating the 20 plus garage doors. Basically copy West st Paul or Eagans shop.

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Mostly
Connection to the public	Somewhat
Wellbeing	Somewhat
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	No Impact
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Least Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Other (please specify):
 Parking in this town is HORRIBLE! Needs to be addressed for safety concerns ASAP

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
 Can't go to the bathroom #2 when people are eating 15 feet from the toilets.

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q10 25 - 50%
 Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11 No, we do not lose any efficiency or effectiveness due to equipment rotation
 To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12
 What else should we know about as we consider long-term improvements to your facility and grounds?"
 Shop is very outdated. Would be nice to see a building built that would mimic West St Paul or Eagan

#12

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 27, 2023 10:03:16 AM
Last Modified: Monday, March 27, 2023 10:17:39 AM
Time Spent: 00:14:22
IP Address: 107.77.208.84

Page 1

Q1

About You

Your role/position	Maintenance worker
Your work group/division	Streets

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Fair
Durable building materials: impact resistance and cleanable surfaces	Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

Everything

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Somewhat
Connection to the public	Completely
Wellbeing	Mostly
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	No Impact
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	No Impact
Public access and interaction	Most Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Finance

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Very Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Very Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Yes

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q10 50%+
 Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11 Yes, but some equipment rotation is useful for our seasonal operations to be more efficient
 To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12
 What else should we know about as we consider long-term improvements to your facility and grounds?"
 Everything

#13

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 27, 2023 9:44:05 AM
Last Modified: Monday, March 27, 2023 10:19:48 AM
Time Spent: 00:35:43
IP Address: 156.142.172.138

Page 1

Q1

About You

Your role/position **Maintenance Worker**
 Your work group/division **Street Department**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Very Poor
Durable building materials: impact resistance and cleanable surfaces	Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

The old building was built in early 1970. It was built with 18 overhead garage doors the leak heat to the outside in the winter months. The old building does not have enough toilets. All toilets are upstairs. The storage rooms for each department are upstairs and we have no elevator. Our new building should have one door in one door out. A truck wash bay. Take a good look at West St Paul MN

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Mostly
Connection to the public	Completely
Wellbeing	Mostly
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Least Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Most Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

**Engineering,
Parks & Recreation,
Public Safety**

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Very Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Very Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Fair
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

No

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q10 0 - 25%
 Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11 No, we do not lose any efficiency or effectiveness due to equipment rotation
 To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12
 What else should we know about as we consider long-term improvements to your facility and grounds?"
 This old building has a huge heat loss because of all the doors. The lighting is poor and the overall storage is bad.

#14

COMPLETE

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Q1

About You

Your role/position	Operator
Your work group/division	Street department

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Very Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Very Poor
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Very Poor

Q3

What would you change about your facility to make it the best place to work?

Everything

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Mostly
Connection to the public	Not at all
Wellbeing	Somewhat
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Most Impactful
Increased safety measures (OSHA regulations, increased training)	No Impact
Infrastructure age and service	Most Impactful
Public access and interaction	No Impact

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Fair
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Very Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Yes

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Could be separated without significant operational impact
Parks	Could be separated without significant operational impact
Administration	Could be separated without significant operational impact

Q10	50%+
Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"	
Q11	I don't know...we have always rotated equipment so I don't know if a change would increase efficiency
To what extent does your equipment rotation process put strain on efficient and effective daily operations?	
Q12	Respondent skipped this question
What else should we know about as we consider long-term improvements to your facility and grounds?"	

#15

COMPLETE

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Q1

About You

Your role/position **Maintenance Worker**
 Your work group/division **Parks**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Fair
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Fair
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Very Poor
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Fair

Q3

What would you change about your facility to make it the best place to work?

Needs to be upgraded all aspects of the building

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Somewhat
Connection to other staff	Mostly
Connection to the public	N/A
Wellbeing	Not at all
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	No Impact
Incorporation of new technologies (remote vehicles, alternative fuels)	No Impact
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Least Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Parks & Recreation

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Fair
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
Needs to be updated

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q10 50%+
 Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11 Yes, and we would prefer not to rotate equipment at all
 To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12
 What else should we know about as we consider long-term improvements to your facility and grounds?"
 Needs more bathrooms/ equipment storage/bigger working space/a designated wash bay

#16

COMPLETE

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Q1

About You

Your role/position **Maintenance worker**
 Your work group/division **Public works**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Fair
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Good
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Good
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Poor
Durable building materials: impact resistance and cleanable surfaces	Good
Acoustic treatments: sound separation or isolation in support of your core functions	Good

Q3

What would you change about your facility to make it the best place to work?

I would want more space. More space for vehicles to park. More space to work on indoor projects and to do maintenance on equipment. More storage for new and existing equipment. Bigger garage doors to get trucks in and out of the building easier because it is very tight right now to get all vehicles in especially with plows on. We also need more than 2 toilets for 20 workers.

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Somewhat
Connection to other staff	Completely
Connection to the public	Somewhat
Wellbeing	Mostly
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Most Impactful
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Least Impactful
Public access and interaction	Most Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

**Administration,
Parks & Recreation**

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Fair
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Very Good
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Good
Task convenience options: (additional outlets, air and water drops etc)	Good
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Good
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Good

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Yes

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Could be separated without significant operational impact
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Requires collocation for efficiency
Central Garage	Requires collocation for efficiency

Q10 50%+
 Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11 **Yes, but some equipment rotation is useful for our seasonal operations to be more efficient**
 To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12
 What else should we know about as we consider long-term improvements to your facility and grounds?"
 We need to be consulted about how space should be utilized before constructing a new building in order to make it as efficient as possible.

#17

COMPLETE

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Q1

About You

Your role/position	Public works
Your work group/division	Parks

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Very Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Good
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Fair

Q3

What would you change about your facility to make it the best place to work?

More storage for trucks and equipment, More bathrooms, Better washing area for equipment and trucks, More storage in general for tools and supplies

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Mostly
Connection to the public	Completely
Wellbeing	Mostly
Satisfaction at work	Completely

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Least Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Most Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration,
Engineering,
Parks & Recreation

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)	Fair
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)	Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Fair
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Yes

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Could be separated without significant operational impact
Parks	Could be separated without significant operational impact
Administration	Could be separated without significant operational impact