

Westford Town Office			
	PROPOSED	NOTES	DEPARTMENT
ROOM TITLE	SIZE		TOTALS

**Town Office Spaces**

Town Administrator	150 sf	Needs an office space due to confidentiality of work. Space for at least 4 file cabinets, table for laying out work or small meetings	
Town Clerk	100 sf	Can be in an open office environment. Needs more space for filing cabinets. Needs more vault space. A table or larger desk may be useful as the current desk is not large enough for spreading out documents. Can share one larger combined space with Town Assistant Clerk. Adjacencies: Front counter, Printer/Copier, Vault, Research station, Assistant Clerk	
Town Assistant Clerk	100 sf	Similar to the Town Clerk. Can share one larger combined space with Town Clerk	
Lister	150 sf	Can be in an open office environment, Has a vault (FF&E), 5 file cabinets, needs table or easy access to a conference room. Acoustic privacy is somewhat important. Should have own dedicated space. Adjacencies: Printer / Copier, Guest Research	
Treasurer (combined with Book Keeper)	100 sf	Has a vault (FF&E). Can share one larger combined space with Book Keeper.	
Book Keeper (Combined with Treasurer)	100 sf	Can be in an open office environment, needs space for at least 5 file cabinets, needs space for box storage (currently in basement). Can share one larger combined space with Treasurer. Adjacencies: Printer/Copier	
Zoning Administrator (combined with Town Planner)	125 sf	Can be in an open office environment but sometimes needs quiet for zoom or phone calls. Need space for at least 2 large file cabinets. P&Z need a shared table for surveys and site plans. Adjacencies: Printer/Copier, Vault	
Town Planner (combined with Zoning Administrator)	125 sf	Can keep current open office dynamic with Zoning, but more people would not work. Needs some acoustic privacy for zoom & phone conferences. Would like to have file cabinets from storage space in the same office space. P&Z has 8 total file cabinets and will need more	
Vault	200 sf	More space is needed, should aim for double the size of current for future storage needs.	
Breakroom with Kitchenette	150 sf	Refrigerator, sink, NO dishwasher, NO direct water line for coffee. Most occupants pack lunch - having table & chairs would be convenient (4-6 chairs). Adjacencies: All office spaces	

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Printer Room / Storage	50 sf	Printers, paper, ink cartridges, other supplies. Adjacencies: All offices, Front counter / transactions	
Small Conference Room	75 sf	Space for small meetings and privacy for zoom / conference calls that require quiete or privacy. This room is not required in a new building because most occupants have their own office with door.	
Conference / Community Room	1000 sf	40 - 50 person seating capacity. Space for larger meetings and group work. Multiple floor boxes needed for people to use laptops at tables. 5 - 6 individual conference tables Adjacencies: Vestibule or Lobby	
Vestibule	50 sf	Separation of exterior weather from interior	
Guest research space	100 sf	Table and computer for public records research. Adjacencies: Front counter, Vault, map files	
Front counter / transactions	50 sf	Space for transactions and interaction with the public. Plexi glass barrier for safety.	
Lobby	100 sf	Waiting space with seating for visitors	
		<b>Sub-Total</b>	<b>2725 sf</b>
		<b>Circulation &amp; Walls (20%)</b>	<b>545 sf</b>
		<b>Total</b>	<b>3270 sf</b>

If open office is utilized, can have flat files with table top work space for ballots etc...

### Outside Town Organizations

**(Do not reside in building, but meet in building and need storage in building)**

Recreation Department	0 sf	Will use Conference / Community Room	
Recreation Department - Storage Room	150 sf	Storage of recreation equipment, need at least double the current space.	
Recreation Department - Secure Outdoor Storage	200 sf	Ice rink panels, cornhole boards, Santa's mailbox	
Cemetery Commision	0 sf	Will use Conference / Community Room	
Conservation Commission	0 sf	Will use Conference / Community Room	
Board of Civil Authority and Abatement	0 sf	Will use Conference / Community Room	
Development Review Board	0 sf	Will use Conference / Community Room	
Planning Commission	0 sf	Will use Conference / Community Room	
Town Selectboard	0 sf	Will use Conference / Community Room	
		<b>Sub-Total</b>	<b>350 sf</b>
		<b>Circulation &amp; Walls (0%)</b>	<b>0 sf</b>
		<b>Total</b>	<b>350 sf</b>

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**Building Support**

Boiler / Mechanical Room	200 sf		
Electrical Room / I.T. Closet	100 sf		
Elevator	60 sf	3500 pound capacity - hydraulic. This is an accessibility code requirement	
Elevator Machine Room	60 sf		
Janitor Closet	60 sf		
Single User Toilet	55 sf	Gender neutral	
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Stair Tower 1	160 sf	Will need 2 means of egress per building code	
Stair Tower 2	160 sf	Will need 2 means of egress per building code	
<b>Sub-Total</b>			
<b>Circulation &amp; Walls (10%)</b>			<b>91 sf</b>
<b>Total</b>			<b>1001 sf</b>

No automatic sprinkler systems required

Current building is approx. 2,395 sf

<b>Town Office Spaces</b>	<b>3270 sf</b>
<b>Outside Town Organizations</b>	<b>350 sf</b>
<b>Building Support</b>	<b>1001 sf</b>
<b>Grand Total</b>	<b>4621 sf</b>