

THE MUSIAL GROUP ARCHITECTURE

ORANGETOWN TOWN HALL
ARCHITECTURAL AND SPACE PLANNING SERVICES

13 JUNE 2017



PROJECT TEAM

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President

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AGENDA

EXECUTIVE SUMMARY

ANALYSIS

MAPS AND EXISTING PLANS

SPACE TYPES, SPACE PROGRAM

BLOCKING DIAGRAM

SYNTHESIS

CONCEPT DESIGN OPTIONS

COST ESTIMATE

PHASING

SCHEDULE

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APPENDIX

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ORGANIZATION CHARTS FROM THE TOWN

EXECUTIVE SUMMARY

The Town of Orangetown, NY seeks to consolidate staff and functions to accommodate the need for centralized, efficient services by relocation off-site departments to Town Hall.

The existing Town Hall comprises of two adjoining buildings. The architectural drawings of the “old side” of the Town Hall is dated 1959 and 1992 for the “new side” of the Town Hall.

The “old Town Hall” is two stories and approximately 21,000 square feet. The “new Town Hall” is also two stories and it is approximately 27,775 square feet.

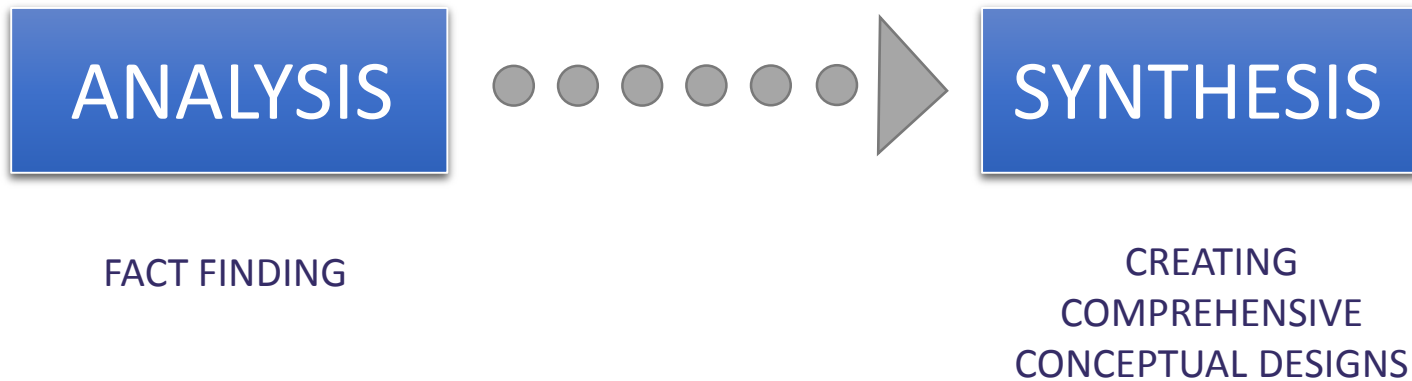
Two off-site departments, including the building department and the fire prevention department, will be relocated to a consolidated Town Hall. Both of these are currently located near the public library on Greenbush Road that is less than a mile away from the existing Town Hall.

Although the Parks and Recreation department was considering to move into a consolidated Town Hall, they have since decided to remain at their existing off-site location. Therefore, their department is not part of this report.

Two sites are under consideration for the consolidated Town Hall. One is at the existing site located on the northwest corner of Orangeburg Rd. and Dutch Hill Rd. The other is at the abandoned Rockland Psychiatric Center (RPC) property between the Old Orangeburg Rd and West Orangeburg Rd.

Through series of site investigations at all four buildings and using information shared during interviews with the heads of each department, the following programming report has been developed.

APPROACH



ANALYSIS

FACT FINDING

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

LOCATION OF EXISTING DEPARTMENTS



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EXISTING BUILDING CONDITIONS

“Old Town Hall”

The “old Town Hall” has some structural damage that is visible from the basement mechanical room. The outside flange of the steel columns were once encased with concrete. In many areas, the concrete has spalled away that allows the steel flanges to be unprotected and exposed to the weather.

Current handicapped requirements are not met in many areas including at the toilets and door dimensions.

The mechanical system also needs to be upgraded.

It is quite possible that there is asbestos in some of the existing building materials that will need to be abated.

Without costly remodeling and repair to this building, there is a limited number of useful years left for this building.

“New Town Hall”

The “new Town Hall” is designed in a “Post-Modern” architectural style and appears to be in good shape. It was designed and built as per more up-to-date codes. It is expected that with proper maintenance, this building should be functional for many more years.

The Existing Town Hall Site is approximately 5.3 acres.

The “RPC” Site

This site is where the director of the Rockland Psychiatric Center resided. Today, the director’s home along with other structures are still on the property and is not being used for any purpose. There are two wetland areas on this property that will restrict the use of the west and east ends of the property for any development.

The RPC site is 27.59 acres but only approximately 7.6 acres are considered to have the best potential for a new Town Hall.

PARKING CONSIDERATIONS

At the existing Town Hall site, there are 170 parking spaces. Except during infrequent events such as highly publicized court cases or board meetings, this amount of parking spaces has reportedly sufficed.

17 additional parking spaces will be needed for the employees from the Building and Fire Prevention Departments who will be moving into the consolidated Town Hall.

Providing a total of 215 parking spaces at the site will allow for additional visitors along with the employee as mentioned above.

The main vehicular entrance to the parking lot is from Dutch Hill Road. Cars can enter and exit the site from this curb cut.

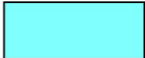

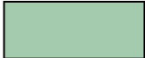

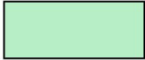










From Orangeburg Road, there is another entrance from Orangeburg Road. But, there is no exit at this location.

The RPC property is almost cut in half with a state owned parcel of land. Wetlands on the east and west ends of the property also restrict where parking can be placed. In the area east of the western wetland, it is expected that the land could accommodate a new 2 story town hall with a police station along with approximately 550 parking spaces.

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

LIST OF DEPARTMENTS TO BE IN NEW TOWN HALL

	SUPERVISOR		IT
	FINANCE		BUILDING, PLANNING, ZONING, INSPECTORS
	ASSESSOR		FIRE PREVENTION
	CLERK		POLICE
	COLLECTOR		UNION OFFICE
	JUSTICE		MECHANICAL, UTILITY
	ATTORNEY		STORAGE
	HUMAN RESOURCES		

SPACE PROGRAM

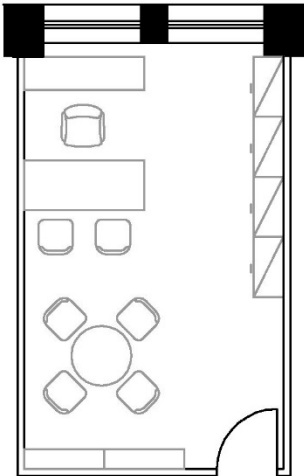
SPACE TYPES

1. THE FOLLOWING SPACE TYPE WILL BE INDICATED AS "EXISTING S.T." AND "PROPOSED S.T." ON THE FOLLOWING SPACE PROGRAM.

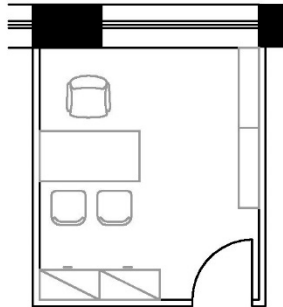
2. SOME OF THE SPACES MAY HAVE MORE OR LESS EQUIPMENT, FURNITURE, FILES, BOOKSHELVES, ETC. NEAR THEM. THE SPACE PROGRAM WILL TAKE THAT VARIABLE INTO ACCOUNT WITH THE REQUIRED AREAS THAT EACH SPACE TYPE HAS OR WILL HAVE.

3. REFER TO THE INVENTORY AND THE FLOOR PLAN OF THE EXISTING BUILDING FOR A MORE DETAILED DESCRIPTION OF ITEMS IN EACH EXISTING Space Type.

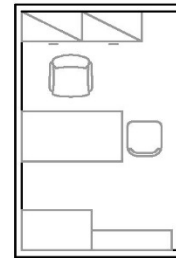
PRIVATE OFFICE "A"
(POA)



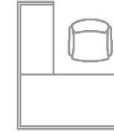
PRIVATE OFFICE "B"
(POB)



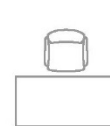
WORKSPACE "A"
(WSA)



WORKSPACE "B"
(WSB)



WORKSPACE "C"
(WSC)



ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING “OLD” TOWN HALL

BUILDING “A”



NORTH



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ARCHITECTURAL AND SPACE PLANNING SERVICES

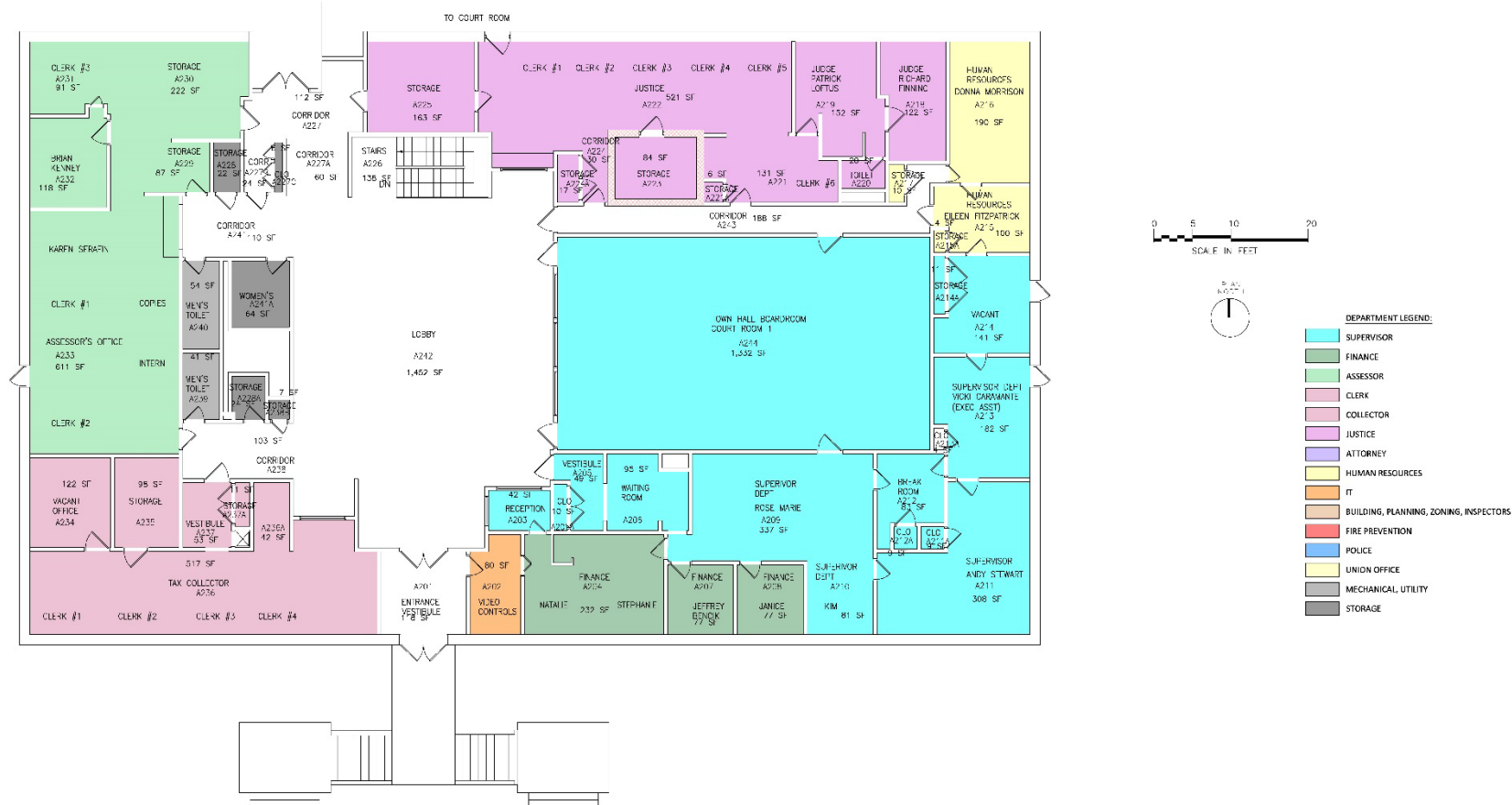
LOWER FLOOR PLAN OF “OLD TOWN HALL BUILDING”



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EXISTING TOWN HALL
UPPER FLOOR PLAN OF “OLD TOWN HALL BUILDING”

BUILDING “A”



ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING “NEW “ TOWN HALL

BUILDING “B”



NORTH

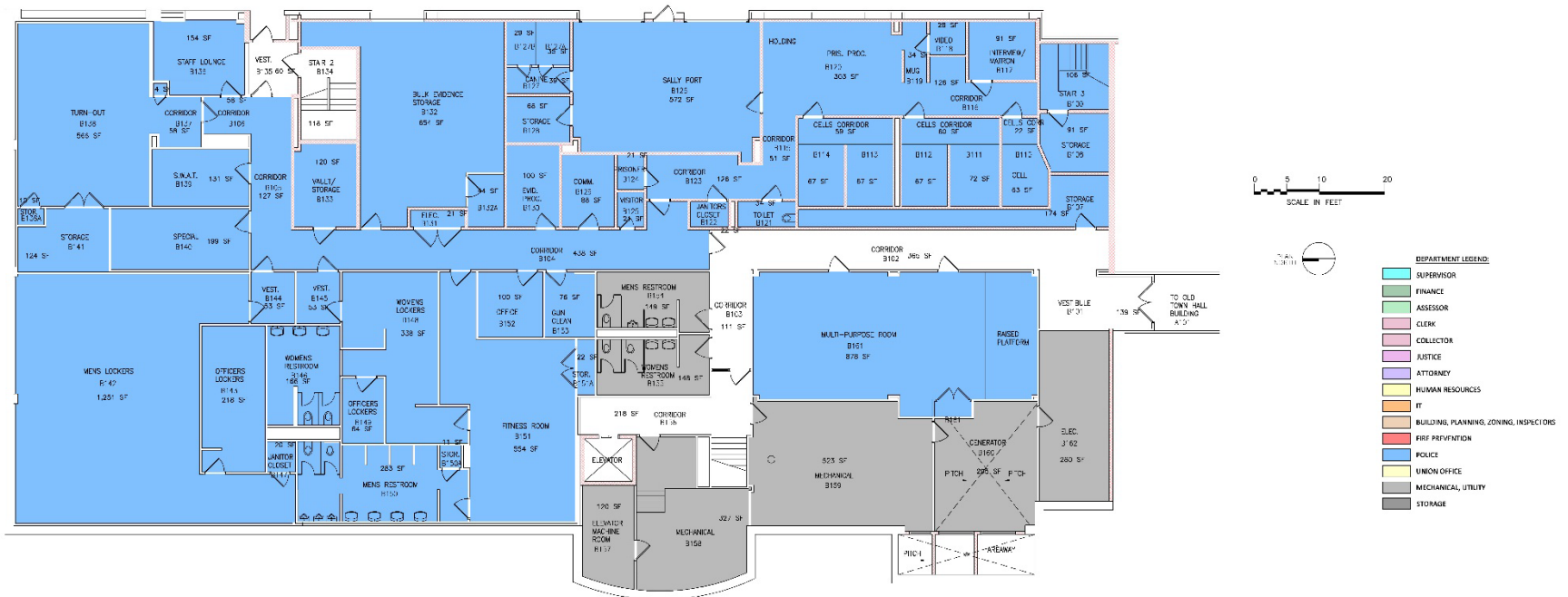


THE MUSIAL GROUP ARCHITECTURE

ARCHITECTURAL AND SPACE PLANNING SERVICES

LOWER FLOOR PLAN OF “NEW TOWN HALL / POLICE BUILDING”

BUILDING “B”



THE MUSIAL GROUP ARCHITECTURE

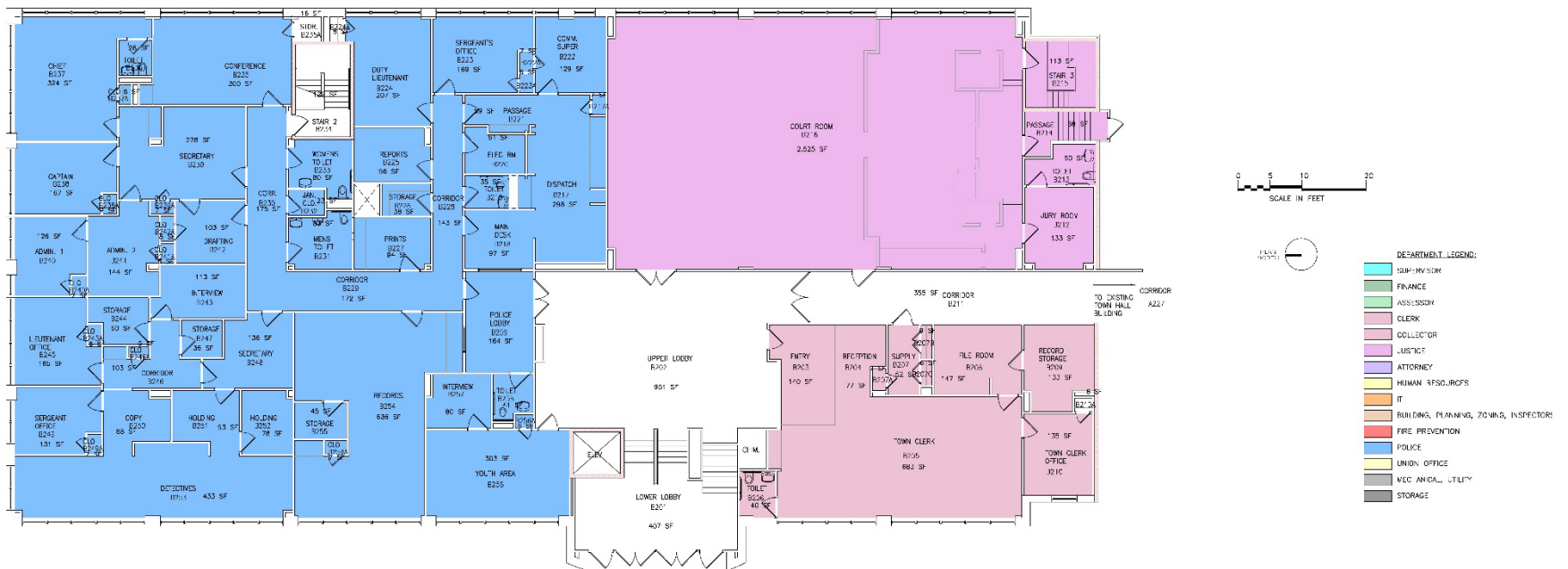
ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING TOWN HALL

UPPER FLOOR PLANS OF “NEW TOWN HALL / POLICE BUILDING”

BUILDING “B”

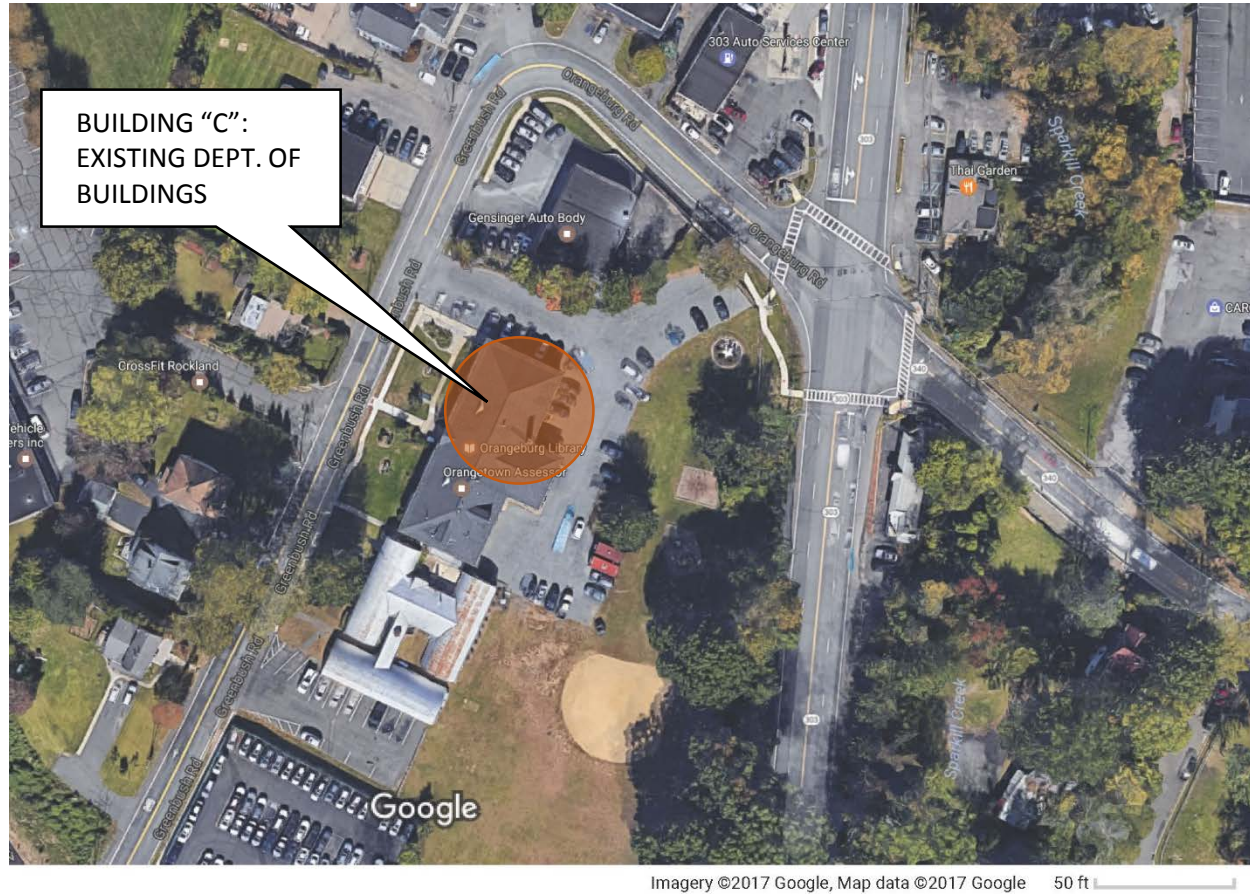


THE MUSIAL GROUP ARCHITECTURE

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING BUILDING DEPT. AND FIRE PREVENTION SITE



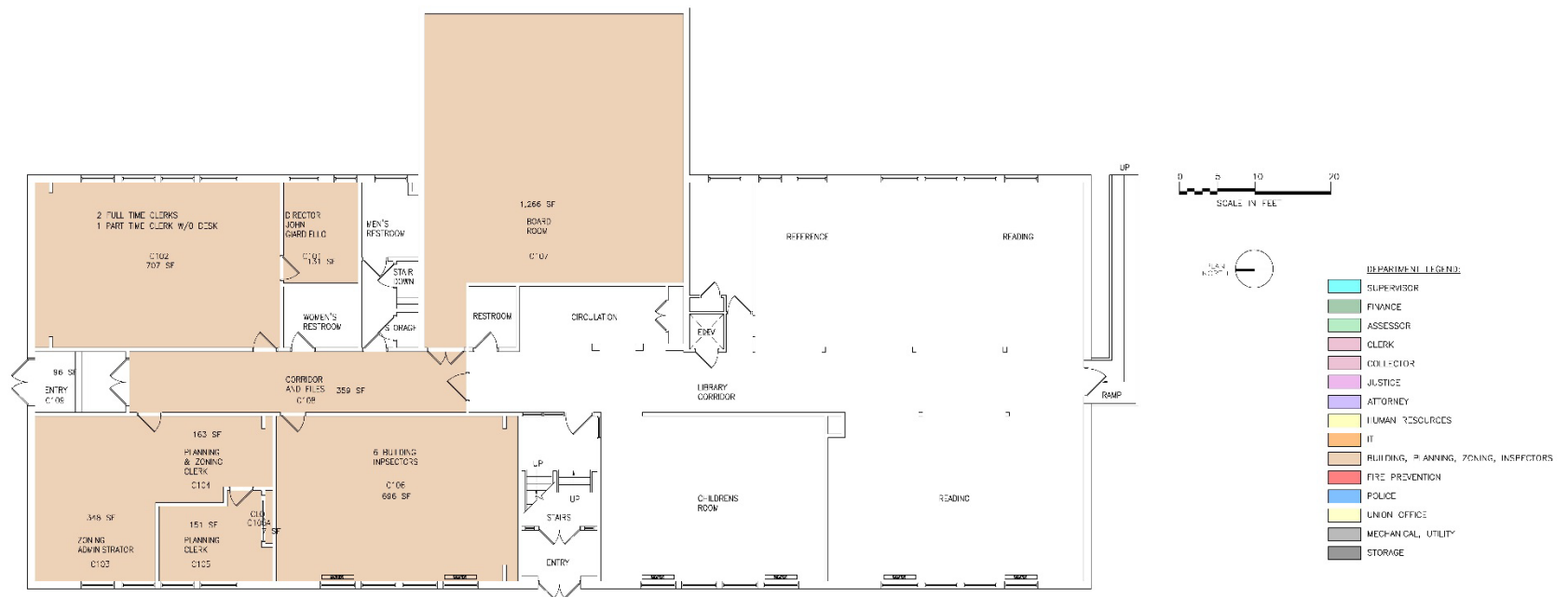
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ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING BUILDING DEPARTMENT FLOOR PLAN

BUILDING "C"



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ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING BUILDING DEPT. AND FIRE PREVENTION SITE



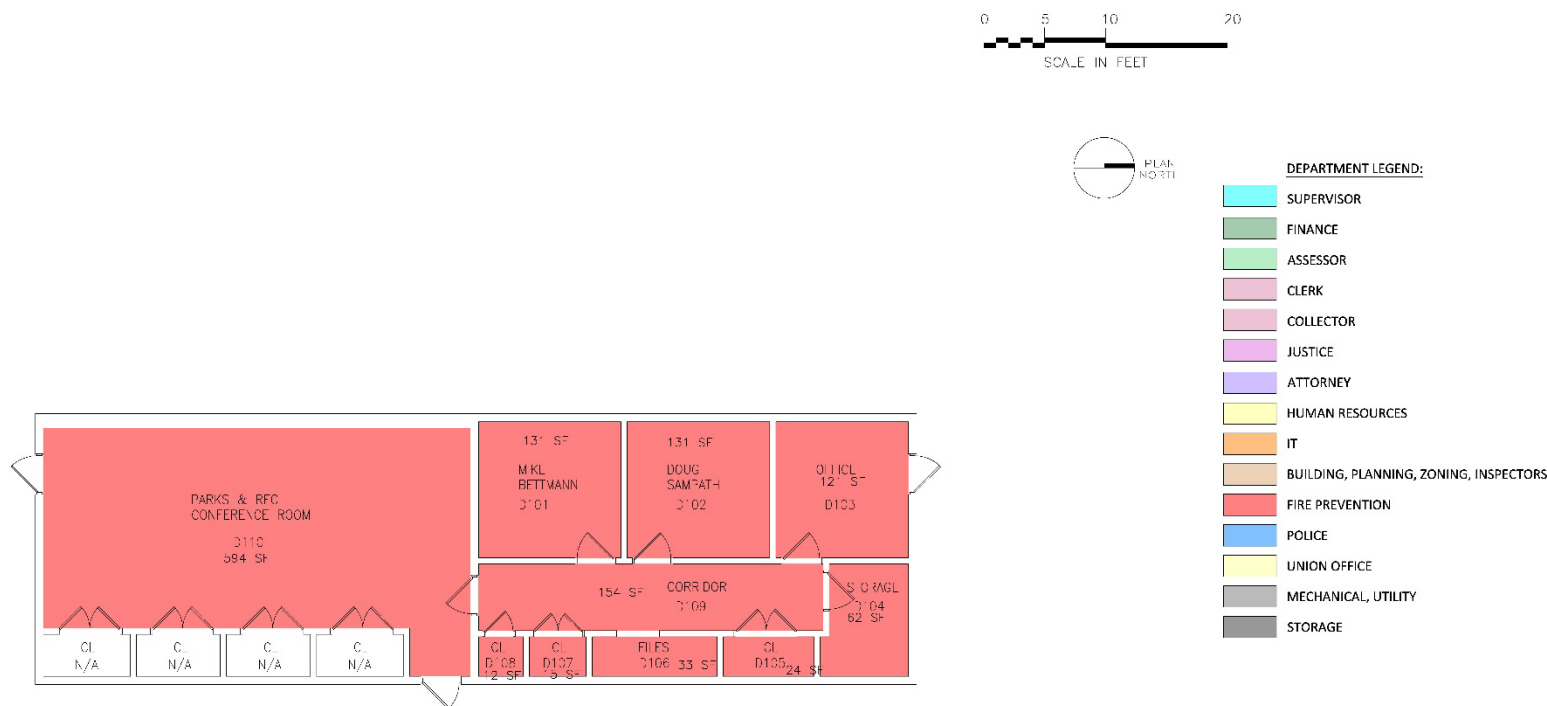
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ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING FIRE PREVENTION DEPARTMENT FLOOR PLAN

BUILDING “D”



ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
SUPERVISOR DEPT									

PERSONNEL									
Andy Stewart	Supervisor		POA	POA	A211	308.00	308.00		
Vicki Caramante	Exec Assistant		POB	POB	A213	182.00	182.00		
Rose Marie	Keyboarding Clerk		WSB	WSB	A209	42.00	42.00		
Vacant	Secretary		WSC	WSC	A209	30.00	30.00		
Kim	Keyboarding Clerk		WSA	WSB	A210	81.00	42.00		
Receptionist	Receptionist		WSB	WSB	A203	42.00	42.00		
Vacant Office	Office		POB		A214	141.00			

SPECIAL USE AREAS									
	Copier				A209	40.00	50.00		
	Guest Seating (2 chairs)				A206	20.00	40.00		
	Break Room				A212	83.00	375.00		
	Town Hall Boardroom (Court Room 1)				A244	1,332.00	1,332.00		

FILES & STORAGE									
Files	5 @5 drawer vertical files				A209	20.00	20.00		
Closet					A205A	10.00	10.00		
Closet					A212A	9.00	10.00		
Closet					A211A	9.00	10.00		
Closet					A213A	4.00	10.00		
Storage					A214A	11.00			

	<i>Subtotal:</i>	2,364.00	2,503.00
11% Circulation Existing, 30% Circulation Proposed New:		272.97	750.90
Total Area for Supervisor Dept		2,636.97	3,253.90

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
FINANCE DEPT									

PERSONNEL									
Jeffrey Bencik	Finance Director		POB	POB	A207	77.00	96.00		
Janice	Finance		POB	POB	A208	77.00	96.00		
Natalie	Clerk		WSA	WSA	A204	70.00	70.00		
Stephanie	Clerk		WSA	WSA	A204	70.00	70.00		

FILES & STORAGE									
Files	4 @ 5 drawer vertical files				A214	32.00	32.00		
Files	3 @ 4 drawer vertical files				A204	24.00	24.00		
Postage Machine					A204	10.00	10.00		
Safe					A204	10.00	10.00		

	Subtotal:	370.00	408.00
7% Circulation Existing, 30% Circulation Proposed New:		27.01	122.40
Total Area Required for Finance Dept		397.01	530.40

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
ASSESSOR DEPT									

PERSONNEL									
Brian Kenney	Assessor		POB	POB	A232	118.00	118.00		
Karen Serafin	Clerk		WSA	WSA	A233	95.00	95.00		
Clerk #1	Clerk		WSA	WSA	A233	95.00	95.00		
Clerk #2	Clerk		WSA	WSA	A233	100.00	95.00		
Clerk #3	Clerk		WSA	WSA	A231	91.00	95.00		
Intern	Clerk		WSC	WSC	A233	70.00	70.00		

SPECIAL USE AREAS									
	Kitchenette without sink				A241	20.00	20.00		
	Copier				A233	40.00	50.00		
	Bookshelves				A230	10.00	10.00		
	Tables				A230	25.00	25.00		
	Public window				A233	36.00	36.00		

FILES & STORAGE									
Files	21 @ 5 drawer vertical files				A230	168.00	168.00		
Files	5 @ 3 drawer vertical files				A230	40.00	40.00		
Files	6 @ 4 drawer vertical files				A233	48.00	48.00		
Files	3 @ 3 drawer vertical files				A233	24.00	24.00		
Files	3 @ 4 drawer lateral 30" wide files				A233	24.00	24.00		
File boxes	(approx 20)				A230	10.00	10.00		
Files	3 @ 4 drawer lateral 30" wide files				A229	24.00	24.00		

	<i>Subtotal:</i>	1,038.00	1,047.00
12% Circulation Existing, 30% Circulation Proposed New		129.96	314.10
Total Area Required for Assessor Dept		1,167.96	1,361.10

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
CLERK DEPT.									

PERSONNEL									
Charlotte Madigan	Town Clerk		POB	POB	B210	135.00	150.00		
Clerk	Clerk		WSB	WSB	B205	42.00	42.00		
Clerk	Clerk		WSB	WSB	B205	42.00	42.00		
Clerk	Clerk		WSB	WSB	B205	42.00	42.00		
Receptionist	Reception				B204	77.00	77.00		

SPECIAL USE AREAS									
	Public Entry				B203	140.00	140.00		

FILES & STORAGE									
	Closet				B207A	7.00	7.00		
	Closet				B207B	9.00	9.00		
	Closet				B207C	6.00	6.00		
	File Room				B208	147.00	147.00		
	Record Storage				B209	133.00	133.00		
	Shared Office Files (No access was allowed)					32.00	32.00		
	Closet in Clerk office				B210A	6.00	6.00		
	Storage				A131	55.00	55.00		
	Storage				A132	56.00	56.00		
	Storage				A135	188.00	188.00		
	Storage				A134	465.00	465.00		

TOILETS									
	Toilet (Uni-Sex)				B206	40.00	40.00		

	Subtotal:	1,622.00	1,637.00
40% Circulation Existing, 33% Circulation Proposed New:		663.16	545.50
Total Area Required for Clerk Dept		2,285.16	2,182.50

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
COLLECTOR DEPT									

PERSONNEL									
Collector	Collector		POB		A234	122.00			
Clerk #1	Clerk		WSC		A236	30.00	30.00		
Clerk #2	Clerk		WSC		A236	30.00	30.00		
Clerk #3	Clerk		WSC		A236	30.00			
Clerk #4	Clerk		WSC		A236	30.00			

SPECIAL USE AREAS									
	Public window				A236	40.00	40.00		
	Copy				A236A	42.00	40.00		

FILES & STORAGE									
	Storage				A235	98.00	98.00		
	Storage				A237A	11.00			

Collector Department is merging with the Town Clerk Department		
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	Subtotal:	433.00	238.00
100% Circulation Existing, 30% Circulation Proposed New:		86.60	71.40
Total Area Required for Collector Dept		519.60	309.40

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE	EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
JUSTICE DEPT								

PERSONNEL								
Judge Patrick Loftus	Judge			POB	A219	152.00	150.00	
Judge Richard Finning	Judge			POB	A218	121.00	150.00	
Clerk #1	Clerk			WSB	A222	42.00	42.00	
Clerk #2	Clerk			WSB	A222	42.00	42.00	
Clerk #3	Clerk			WSB	A222	42.00	42.00	
Clerk #4	Clerk			WSB	A222	42.00	42.00	
Clerk #5	Clerk			WSB	A222	42.00	42.00	
Clerk #6	Clerk			WSB	A221	42.00	42.00	
SPECIAL USE AREA								
	Toilet room (Uni-sex)				A220	20.00	64.00	
	Public window				A222	40.00	40.00	
	Jury Room				B212	133.00	133.00	
	Jury Toilet				B213	60.00	60.00	
	Passage				B214	68.00	70.00	
	Stairs to Prisoner Cells				B215	113.00	113.00	
	Court Room				B216	2,525.00	2,525.00	
FILES & STORAGE								
	Storage				A225	163.00	163.00	
	Storage				A224A	17.00	17.00	
	Storage				A223	84.00	84.00	
	Storage				A221A	6.00	6.00	

	Subtotal:	3,754.00	3,827.00
13% Circulation Existing, 30% Circulation Proposed New:		495.53	1,148.10
Total Area Required for Justice Dept		4,249.53	4,975.10

2,068.1 SF without the Court Room, Jury Room, Jury Toilet, Passage to Judge's Chambers, and Stairs to Prisoner's Cells

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE	EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
ATTORNEY DEPT								

PERSONNEL								
John Edwards	Town Attorney	POB	POB	A116	92.00	92.00		
Attorney	Attorney	POB	POB	A111	91.00	91.00		
Attorney	Attorney	POB	POB	A112	91.00	91.00		
Attorney	Attorney	POB	POB	A114	114.00	114.00		
Attorney	Attorney	POB	POB	A115	92.00	92.00		
Secretary	Secretary	WSB	WSB	A119	42.00	42.00		
Secretary	Secretary	WSB	WSB	A119	42.00	42.00		
Secretary	Secretary	WSC	WSB	A119	30.00	30.00		
Secretary	Secretary	WSA	WSB	A110	97.00	97.00		
Secretary	Secretary	WSC	WSC	A113	93.00	93.00		

SPECIAL USE AREAS								
	Conference Room			A103	238.00	238.00		
	Work Room			A109	115.00	115.00		
	Toilet (Men)			A105	28.00	64.00		
	Toilet (Women)			A106	30.00	64.00		

FILES & STORAGE								
	Storage			A108	108.00	180.00		
	Storage			A117	158.00	158.00		
	Closet			A103A	10.00	10.00		
	Files	16 @ 4 drawer vertical files		A119	64.00	64.00		
	Files	8 @ 4 drawer vertical files		A118	32.00	32.00		
	Closet			A119A	8.00	8.00		
	Storage	Not located in office area		A140	460.00	460.00		
	Storage			A137	37.00	37.00		
	Storage			A138	61.00	61.00		
	Storage			A139	28.00	28.00		

	<i>Subtotal:</i>	2,161.00	2,303.00
24% Circulation Existing, 30% Circulation Proposed New:		527.28	690.90
Total Area Required for Attorney Dept		2,688.28	2,993.90

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
Human Resources								304.00	310.00

PERSONNEL									
Donna Morrison	Coordinator		POB		A216	190.00	190.00		
Eileen Fitzpatrick	Clerk		POB		A215	100.00	100.00		

FILES & STORAGE									
	Closet				A217	10.00	10.00		
	Closet				A215A	4.00	10.00		

	Subtotal:	304.00	310.00
10% Circulation Existing, 30% Circulation Proposed New:		31.92	93.00
Total Area Required for Human Resources Dept		335.92	403.00

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
IT DEPT									

PERSONNEL									
Anthony Bevelacqua	IT Expert		WSA		A150	90.00	90.00		
Matthew Lenhan	IT Expert		WSA		A150	90.00	90.00		

SPECIAL USE AREAS									
	Conference				A150A	150.00	150.00		
	Video Controls				A202	80.00	80.00		

FILES & STORAGE									
	Closet				A150A	5.00	5.00		
	Storage				A151	106.00			
	Storage				A152	187.00			
	Closet				A153A	8.00			
	Closet				A153B	14.00			
	Storage				A143	216.00			
	Closet				A143A	8.00			
	Storage						550.00		

	Subtotal:	954.00	965.00
4% Circulation Existing, 30% Circulation Proposed New:		36.25	289.50
Total Area Required for IT Dept		990.25	1,254.50

Refer to Police Department for IT, Communication, and Electric Closets in the Police Department

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ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
UNION OFFICE									
	Office		POB		A155	108.00	108.00		
	Office		POB		A156	108.00	108.00		
							<i>Subtotal:</i>	216.00	216.00
							<i>0% Circulation Existing, 30% Circulation Proposed New:</i>	-	64.80
							Total Area Required for Union Office	216.00	280.80

MECHANICAL, UTILITY									
	Utilities				A104	121.00	121.00		
	Mechanical				A118A	24.00	24.00		
	Mechanical				A120	1,399.00	1,399.00		
	Men's Toilet				A239	41.00	155.00		
	Men's Toilet				A240	54.00	155.00		

							<i>Subtotal:</i>	1,639.00	1,854.00
							<i>0% Circulation Existing, 30% Circulation Proposed New:</i>	-	556.20
							Total Area Required for Mechanical, Utility	1,639.00	2,410.20

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
LONG TERM STORAGE									
	Storage				A126	157.00	157.00		
	Storage				A127	77.00	77.00		
	Storage				A128	65.00	65.00		
	Storage				A129	70.00	70.00		
	Storage				A141	243.00	243.00		
	Storage				A142	106.00	106.00		
	Storage				A144	196.00	196.00		
	Storage				A144A	8.00	8.00		
	Storage				A144B	7.00	7.00		
	Storage				A145	226.00	226.00		
	Storage				A145A	8.00	8.00		
	Storage				A146	26.00	26.00		
	Storage				A147	257.00	257.00		
	Storage				A148	37.00	37.00		
	B&G Storage				A227C	6.00	6.00		
	B&G Storage				A228	22.00	22.00		
	B&G Storage				A241A	64.00	64.00		
	B&G Storage				A228A	24.00	24.00		
	B&G Storage				A238B	7.00	7.00		
							Subtotal:	1,606.00	1,606.00
							0% Circulation Existing, 30% Circulation Proposed New:	-	481.80
							Total Area Required for Long Term Storage	1,606.00	2,087.80

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
BUILDING DEPT									
John Giardiello	Director		POB		C101	131.00	131.00		
DOB Clerk	Clerk		WSC		C102	30.00	30.00		
DOB Clerk	Clerk		WSC		C102	30.00	30.00		
DOB Clerk (Part Time)	Clerk		WSC		C102	30.00	30.00		
SPECIAL USE AREA									
	Copier				C102	30.00	50.00		
FILES & STORAGE									
	Files	39 @ 4 drawer vertical files			C102	312.00	640.00		
	Files	5 @ 5 drawer vertical files			C102	40.00	80.00		
	Files	18 @ 2 drawer vertical files			C102	144.00	288.00		
	Files	2 @ 3 drawer vertical files			C102	16.00	32.00		
	Shelves	10 LF of 24" deep shelves			C102	48.00	50.00		
	Storage	Container in parking lot 19'-10"Lx8'-0"Wx8'-4"H				160.00	320.00		
	Storage	Container in parking lot 19'-10"Lx8'-0"Wx8'-4"H				160.00	320.00		
Subtotal:								1,131.00	2,001.00
3% Circulation Existing, 30% Circulation Proposed New:								36.19	600.30
Subtotal Area								1,167.19	2,601.30

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
Planning and Zoning									
	Zoning Administrator		WSB		C103	42.00	42.00		
DOB Clerk	Planning Clerk		WSC		C104	30.00	30.00		
DOB Clerk	Zoning Clerk		WSC		C104	30.00	30.00		
DOB Clerk	Planning Clerk		POB		C105	151.00	151.00		
SPECIAL USE AREA									
	Copier				C104	30.00	50.00		
	Printer				C104	9.00	9.00		
FILES & STORAGE									
	Files	32 @ 4 drawer vertical files			C104	256.00	512.00		
	Files	1 @ 2 drawer vertical files			C104	8.00	16.00		
	Files	3 @ 3 drawer 36 wide lateral files			C104	36.00	72.00		
	Closet				C104	6.00	10.00		
	Files	2 @ 4 drawer vertical files			C105	16.00	32.00		
	Closet				C105	7.00	10.00		
Subtotal								621.00	964.00
10% Circulation Existing, 30% Circulation Proposed New:								65.21	289.20
Subtotal Area Required for Planning and Zoning								686.21	1,253.20

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
Inspectors									
Inspector	Building Inspectors		WSC		C106	30.00	30.00		
Inspector	Building Inspector		WSC		C106	30.00	30.00		
Inspector	Building Inspector		WSC		C106	30.00	30.00		
Inspector	Building Inspector		WSB		C106	30.00	30.00		
Inspector	Building Inspector		WSB		C106	30.00	30.00		
Inspector	Building Inspector		WSB		C106	30.00	30.00		

SPECIAL USE AREA

Drafting Table					C106	30.00	30.00		
Refrigerator					C106	15.00	15.00		
Water cooler					C106	15.00	15.00		
Book shelves					C106	20.00	20.00		
Printer					C106	9.00	9.00		
Table					C108	12.00	12.00		
Board Room					C107	1,266.00	1,266.00		

FILES & STORAGE

Files	12 @ 4 drawer vertical files				C106	96.00	192.00		
Files	1 @ 4 drawer 36" wide lateral files				C106	8.00	16.00		
Files	1 @ 2 drawer 36" wide lateral files				C106	8.00	16.00		
Closet					C106	24.00	24.00		
Files	2 @ 5 drawer 42" wide lateral files				C108	16.00	32.00		
Files	9 @ 4 drawer vertical files				C108	72.00	144.00		
Files	1 @ 4 drawer 36" wide lateral files				C108	12.00	12.00		
Closet					C108	8.00	8.00		

Subtotal: 1,791.00 1,991.00

30% Circulation Existing, 30% Circulation Proposed New: 551.63 597.30

Subtotal Area Required for Inspectors 2,342.63 2,588.30

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
FIRE PREVENTION									
PERSONNEL									
Mike Bettmann	Inspector		POB		D101	131.00	131.00		
Doug Sampath	Inspector		POB		D102	131.00	131.00		
Vacant	Clerk		POB		D103	121.00	121.00		
SHARED SPACES									
Conference Room	(Shared by Parks & Rec)				D110	594.00	250.00		
FILES & STORAGE									
Storage	Refrig, microwave, 1 @								
Closet	3dwr vert, 1@ 4 dwr vert				D104	62.00	62.00		
					D105	24.00	24.00		
Files	Files	3 @ 5 dwr vert, 2 @ 4			D106	33.00	33.00		
Closet		dwr vert			D107	15.00	15.00		
Closet					D108	12.00	12.00		
Copier					D109	25.00	25.00		
							Subtotal:	1,148.00	804.00
							17% Circulation Existing, 30% Circulation Proposed New:	195.16	241.20
							Total Area Required for Fire Prevention	1,343.16	1,045.20

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
POLICE									
<i>Administration</i>									
Kevin Nulty	Chief		POA		B237	324.00	324.00		
	Secretary		WSA		B239	239.00	239.00		
	Captain		POB		B238	167.00	167.00		
	Administrator 1		POB		B240	126.00	126.00		
	Administrator 2		POB		B241	144.00	144.00		
	Drafting		POB		B242	103.00	103.00		
<i>Special Use Areas</i>									
	Conference				B235	300.00	300.00		
	Kitchenette				B239	12.00	12.00		
<i>Files & Storage</i>									
	Private Chief Toilet				B236	28.00	50.00		
	Chief Closet				B237A	6.00	6.00		
	Captain Closet				B238A	7.00	7.00		
	Secretary Closet				B239A	7.00	7.00		
	Admin 1 Closet				B240A	7.00	7.00		
	Admin 2 Closet				B241A	6.00	6.00		
	Drafting Closet				B242A	8.00	8.00		

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
Detectives									
Donald Butterworth	Lieutenant			POB	B245	165.00	165.00		
	Sergeant			POB	B249	131.00	131.00		
	Secretary			WSA	B248	136.00	136.00		
	Detective			WSB	B253	42	42.00		
	Detective			WSB	B253	42	42.00		
	Detective			WSB	B253	42	42.00		
	Detective			WSB	B253	42	42.00		
	Detective			WSB	B253	42	42.00		
Special Use Areas									
	Interview				B243	113	113.00		
	Storage/Interview Viewing Room				B247	36.00	36.00		
	Printer				B250	40.00	40.00		
	Holding			WSA	B251	93.00	93.00		
	Holding			POB	B252	78.00	78.00		
Files & Storage									
	Storage				B244	60.00	60.00		
	Closet				B246A	5.00	5.00		
	Lt Closet				B245A	6.00	6.00		
	Sgt Closet				B249A	7.00	7.00		
	Files				B253	24.00	24.00		

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
Records									
	Clerk			WSB	B254	42.00	42.00		
	Clerk			WSB	B254	42.00	42.00		
	Clerk			WSB	B254	42.00	42.00		
	Clerk			WSB	B254	42.00	42.00		
	Clerk			WSC	B254	42.00	42.00		
Special Use Areas									
	Kitchenette				B254	12.00	12.00		
	Public Window Pass-thru				B254	50.00	50.00		
Files & Storage									
	Storage				B255	45.00	45.00		
	Closet				B254A	7.00	7.00		
Youth Area									
	Detective			WSB	B256	42.00	42.00		
	Detective			WSB	B256	42.00	42.00		
	Detective			WSB	B256	42.00	42.00		
Vacant	Detective			WSB	B256	42.00	42.00		
Special Use Areas									
	Interview Room				B257	80.00	80.00		
	Water cooler				B256	15.00	15.00		
Files & Storage									
	Files	1 @ 4 drawer 30" wide lateral files				8.00	8.00		
	Bookshelf	5 shelves at 30" wide				4.00	4.00		

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
Dispatch Area									
	Main Desk				B218	97.00	97.00		
	Dispatch				B217	298.00	298.00		
	Comm Super			POB	B222	129.00	129.00		
	Sgt Office			POB	B223	169.00	169.00		
	Duty Lt			POB	B224	207.00	207.00		
Special Use Areas									
	Kitchenette				B217	12.00	12.00		
Files & Storage									
	Reports				B225	96.00	96.00		
	Closet				B217A	7.00	7.00		
	Closet				B222A	7.00	7.00		
	Closet				B223A	6.00	6.00		
	Lockers				B221	12.00	12.00		
Support Services									
	Public Lobby				B259	164.00	164.00		
	Public Toilet				B258	41.00	41.00		
	Men's Toilet				B231	83.00	83.00		
	Women's Toilet				B233	80.00	80.00		
	Janitor Closet				B232	23.00	23.00		
	Storage				B226	38.00	38.00		
	Prints				B227	94.00	94.00		
	Toilet				B219	35.00	35.00		
	Electric Room				B220	61.00	61.00		
Subtotal at upper floor of New Town Hall:								4,846.00	4,868.00
40% Circulation Existing, 30% Circulation Proposed New:								1,976.20	1,460.40
Total Area Required for Upper Floor Police:								6,822.20	6,328.40

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE	EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
New Building Floor 1								
	Cell Storage			B107	174.00	174.00		
	Cell Storage			B108	91.00	91.00		
	Prisoner Stair to Court Room			B109	106.00	106.00		
	Cell			B110	63.00	63.00		
	Cell			B111	72.00	72.00		
	Cell			B112	67.00	67.00		
	Cell			B113	67.00	67.00		
	Cell			B113	67.00	67.00		
	Holding Cell			B120A	60.00	60.00		
	Prisoner Processing			B120	243.00	243.00		
	Mug photo			B119	34.00	34.00		
	Video Room			B118	28.00	28.00		
	Interview			B117	91.00	91.00		
	Printing			B116	12.00	12.00		
	Toilet for Officer in Prisoner Area			B121	34.00	34.00		
	Janitor Closet			B122	22.00	22.00		
	Prisoner booth			B124	21.00	21.00		
	Visitor booth			B125	21.00	21.00		
	Sally Port			B126	572.00	572.00		
	Storage for explosives			B128	68.00	68.00		
	Canine			B127	103.00	103.00		
	Communication Closet			B129	88.00	88.00		
	Evidence Processing Room			B130	100.00	100.00		
	Bulk Evidence Storage			B132	698.00	698.00		
	Electric Room			B131	21.00	21.00		
	Storage Vault			B133	120.00	120.00		
	Staff Lounge			B136	154.00	154.00		
	Turn-Out Room			B138	566.00	566.00		
	Storage in Turn-out Room			B138A	10.00	10.00		
	Storage			B141	124.00	124.00		
	S.W.A.T.			B139	131.00	131.00		
	Special			B140	199.00	199.00		

THE MUSIAL GROUP ARCHITECTURE

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE	EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
	Men's Locker			B142	1,251.00	1,251.00		
	Men Officer's Locker			B143	218.00	218.00		
	Janitor Closet			B147	20.00	20.00		
	Men's Restroom			B150	283.00	283.00		
	Storage in Men's Restroom			B150A	11.00	11.00		
	Women's Locker			B148	338.00	338.00		
	Women Officer's Locker			B149	64.00	64.00		
	Women's Restroom			B146	166.00	166.00		
	Fitness Room			B151	554.00	554.00		
	Storage in Fitness Room			B151A	22.00	22.00		
	Office			B152	100.00	100.00		
	Gun Clean			B153	76.00	76.00		
	Multi-Purpose / Emergency Response Room			B161	878.00	862.00		
	Storage in Multi-purpose / ERR			B161A	20.00	20.00		
	Public Men's Restroom			B154	149.00	149.00		
	Public Women's Restroom			B155	148.00	148.00		
	Elevator and Elev Mach room			B157	220.00	220.00		
	Mechanical Room			B158	327.00	327.00		
	Mechanical Room			B159	523.00	523.00		
	Generator Room			B160	295.00	295.00		
	Electric Room			B162	280.00	280.00		

Subtotal at lower floor of New Town Hall:	10,170.00	10,154.00
20% Circulation Existing, 30% Circulation Proposed New:	2,074.68	3,046.20
Total Area Required for Lower Floor Police	12,244.68	13,200.20

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE	EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
Rooms in old Town Hall Building								
	Storage			A122	108	108		
	Meter Repair			A123	70	70		
	Meter Repair			A124	70	70		
	Meter Repair (Half of room used)			A125	60	60		
	Evidence Storage			A121	473	473		
Subtotal at lower floor of Old Town Hall							781.00	781.00
5% Circulation Existing, 30% Circulation Proposed New							43.74	234.30
Total Area Required for Police at Old Town Hall							824.74	1,015.30
Total Area							15,797.00	15,803.00
26% Circulation Existing, 30% Circulation Proposed New							4,094.27	4,740.90
Total Area Required for Police							19,891.27	20,543.90

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

NAME	POSITION/TITLE		EXIST. S.T.	PROP. S.T.	RM. NO.	EXIST. AREA	PROP. AREA	TOTAL AREA EXISTING	PROPOSED
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COMMON AREAS									
	Vestibule				A201	118	120		
	Stairs				A226	138	138		
	Lobby				A242	1452	1452		
	Lower Lobby				A102	252	252		
	Stairs				A157	137	137		
	Lower Lobby				B201	407	407		
	Elevator				B201	70	70		
	Elevator				B202	70	70		
	Upper Lobby				B202	951	951		

	Total Common Area	3,595.00	3,597.00
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ORANGETOWN TOWN HALL

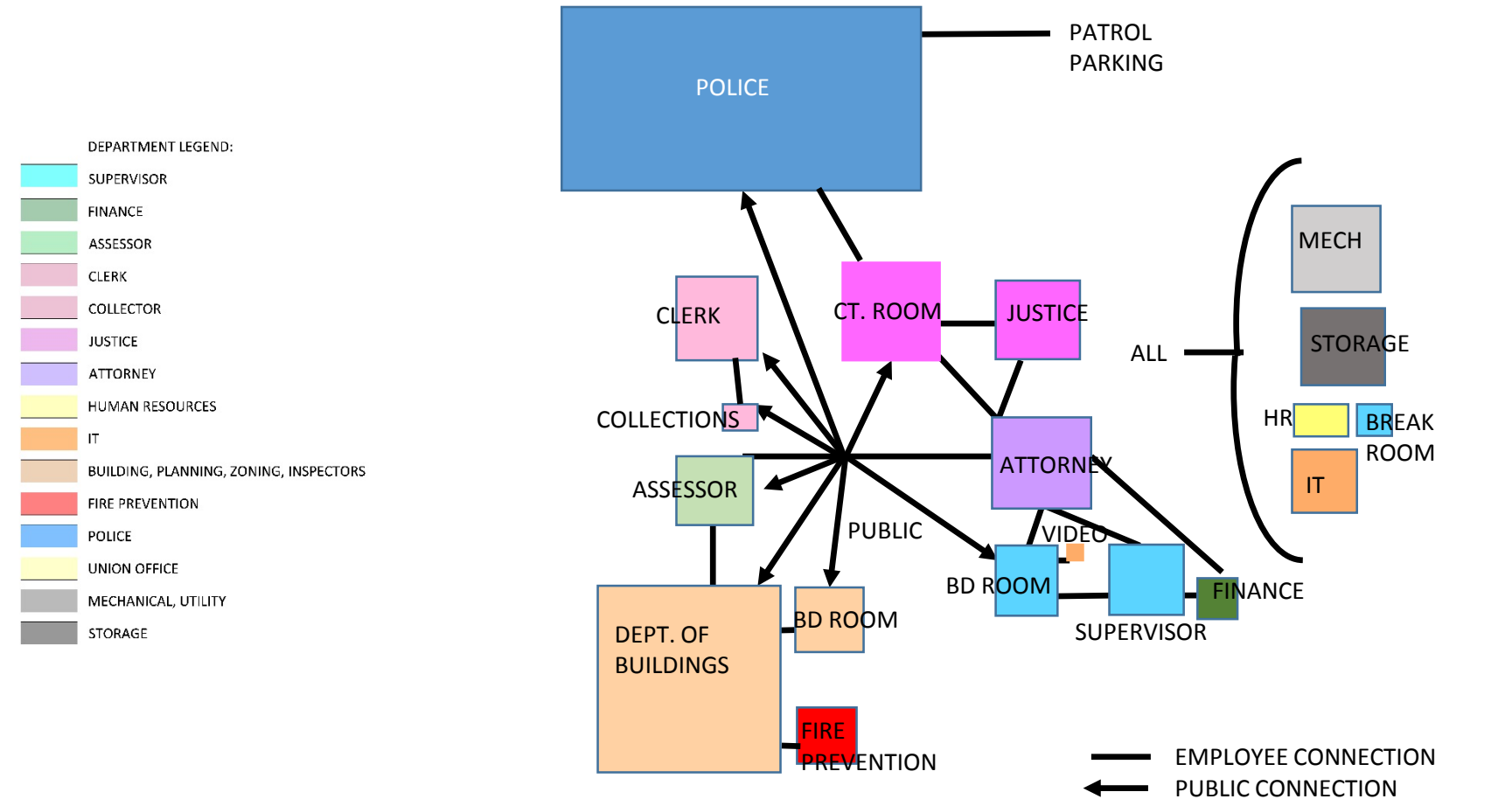
ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING vs. PROPOSED AREAS

DEPARTMENTS	EXISTING (SF)	PROPOSED (SF)
SUPERVISOR	2,636.98	3,253.90
FINANCE	397.01	530.40
ASSESSOR	1,167.96	1,361.10
CLERK	2,285.16	2,182.50
COLLECTOR	519.60	309.40
JUSTICE	4,249.30	4,975.10
ATTORNEY	2,688.28	2,993.90
HUMAN RESOURCES	335.92	403.00
IT	990.25	1,254.50
BUILDING, PLANNING, ZONING, INSPECTORS	4,334.86	6,442.80
FIRE PREVENTION	1,343.16	1,045.20
POLICE	19,891.27	20,543.90
UNION OFFICE	216.00	280.80
MECHANICAL & UTILITY	1,639.00	2,410.20
LONG TERM STORAGE	1,606.00	2,087.80
COMMON AREAS	3,595.00	3,597.00
TOTALS	47,858.75	53,671.50

THE MUSIAL GROUP ARCHITECTURE

BLOCK STUDIES
PLAN ADJACENCIES



SYNTHESIS

CREATING
COMPREHENSIVE
CONCEPTUAL DESIGNS

DESIGN CONSIDERATIONS

Various schemes have been explored while referring to:

- the area matrix of office spaces to determine the sizes of each department
- a block study of plan adjacencies that was discovered during our interviews with department heads
- Cost saving strategies by reusing the existing “new town hall” building
- Site conditions such as existing and proposed parking, vehicular and pedestrian circulation, location of existing utilities
- Ways that the public would possibly perceive the consolidated Town Hall as a conveniently accessible and notable destination.

The following schemes follow a progression of continued studies. The design of schemes that were found to have the most virtues were expanded upon.

EXISTING TOWN HALL SITE

SCHEME 1



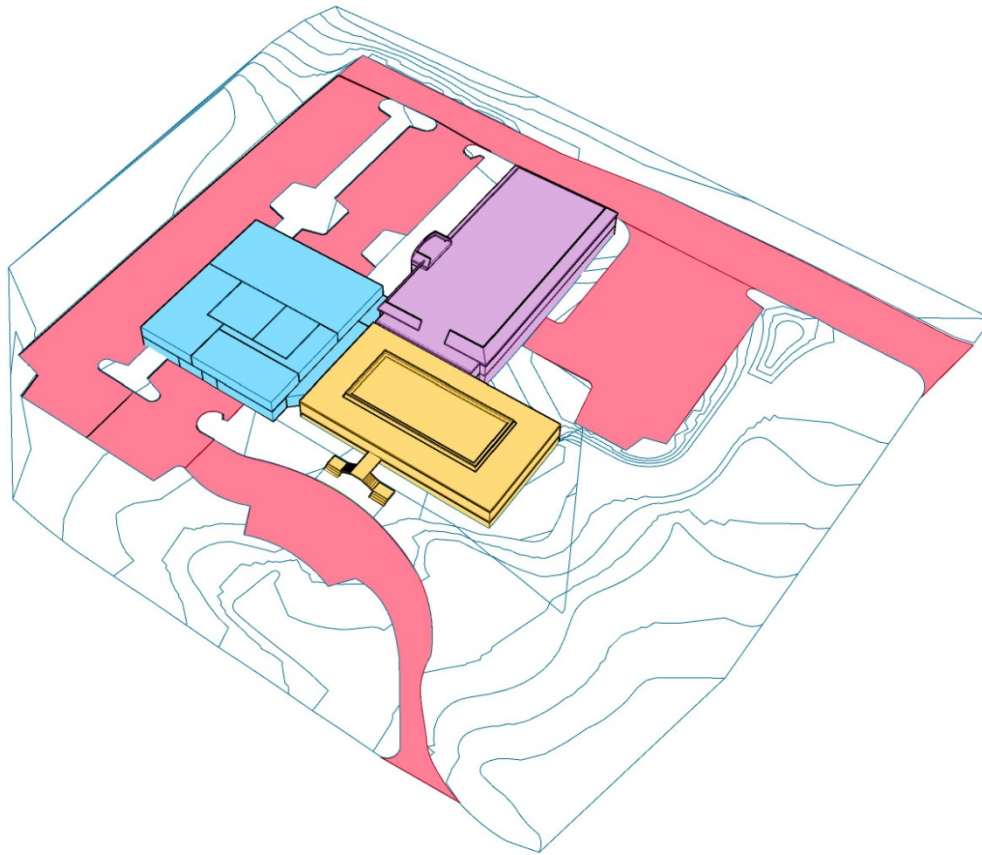
VISUAL CONNECTION



NORTH

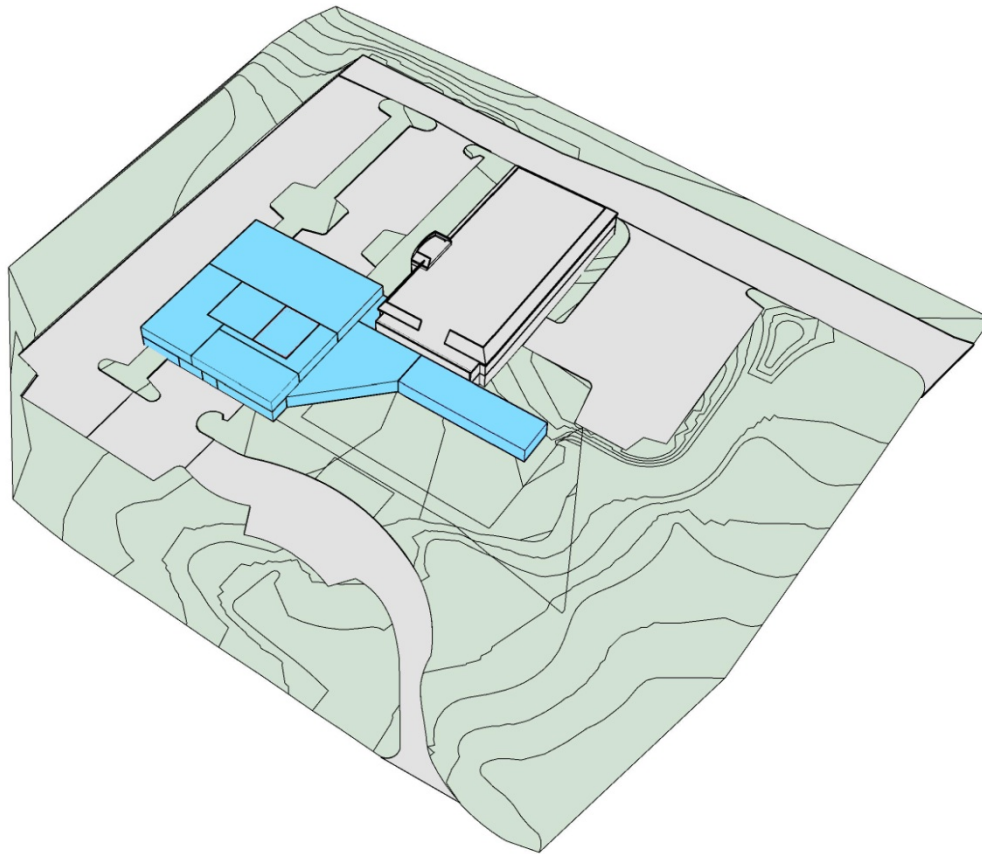


PHASE 1
SCHEME 1



THE MUSIAL GROUP ARCHITECTURE

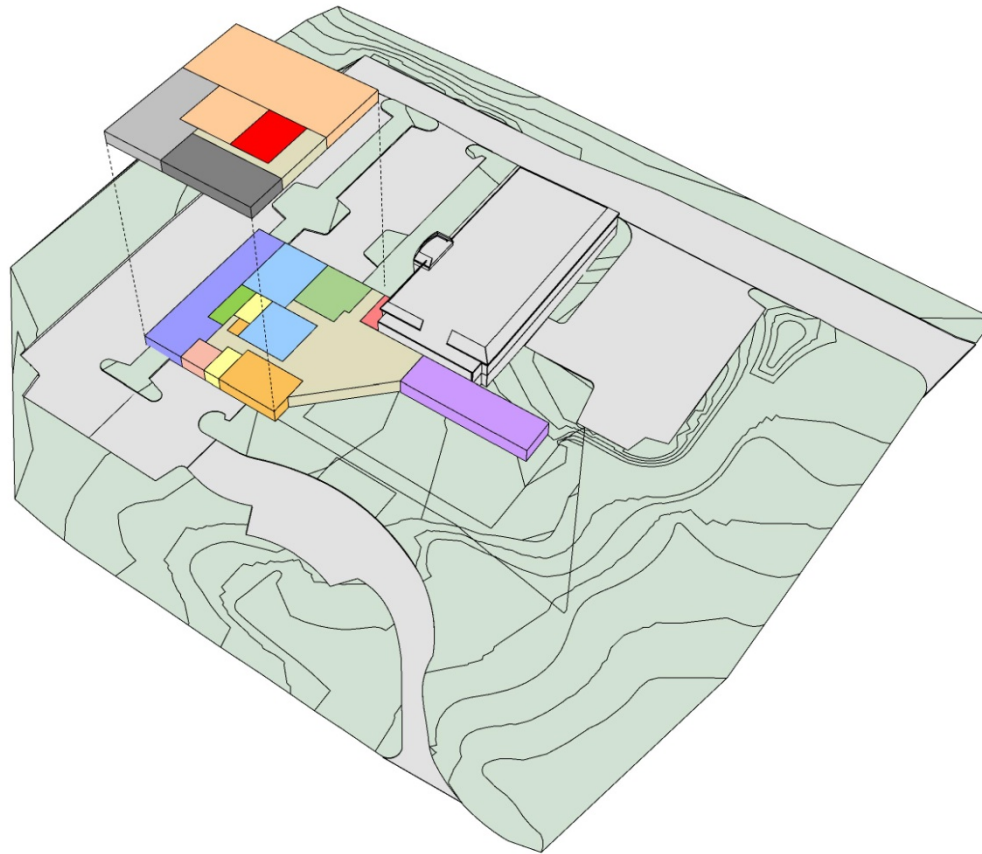
PHASE 2
SCHEME 1



ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

PROGRAMMING SCHEME 1



DEPARTMENT LEGEND:

SUPERVISOR	Light Blue
FINANCE	Dark Green
ASSESSOR	Light Green
CLERK	Pink
COLLECTOR	Light Pink
JUSTICE	Purple
ATTORNEY	Light Purple
HUMAN RESOURCES	Yellow
IT	Orange
BUILDING, PLANNING, ZONING, INSPECTORS	Light Orange
FIRE PREVENTION	Red
POLICE	Blue
UNION OFFICE	Light Yellow
MECHANICAL, UTILITY	Grey
STORAGE	Dark Grey

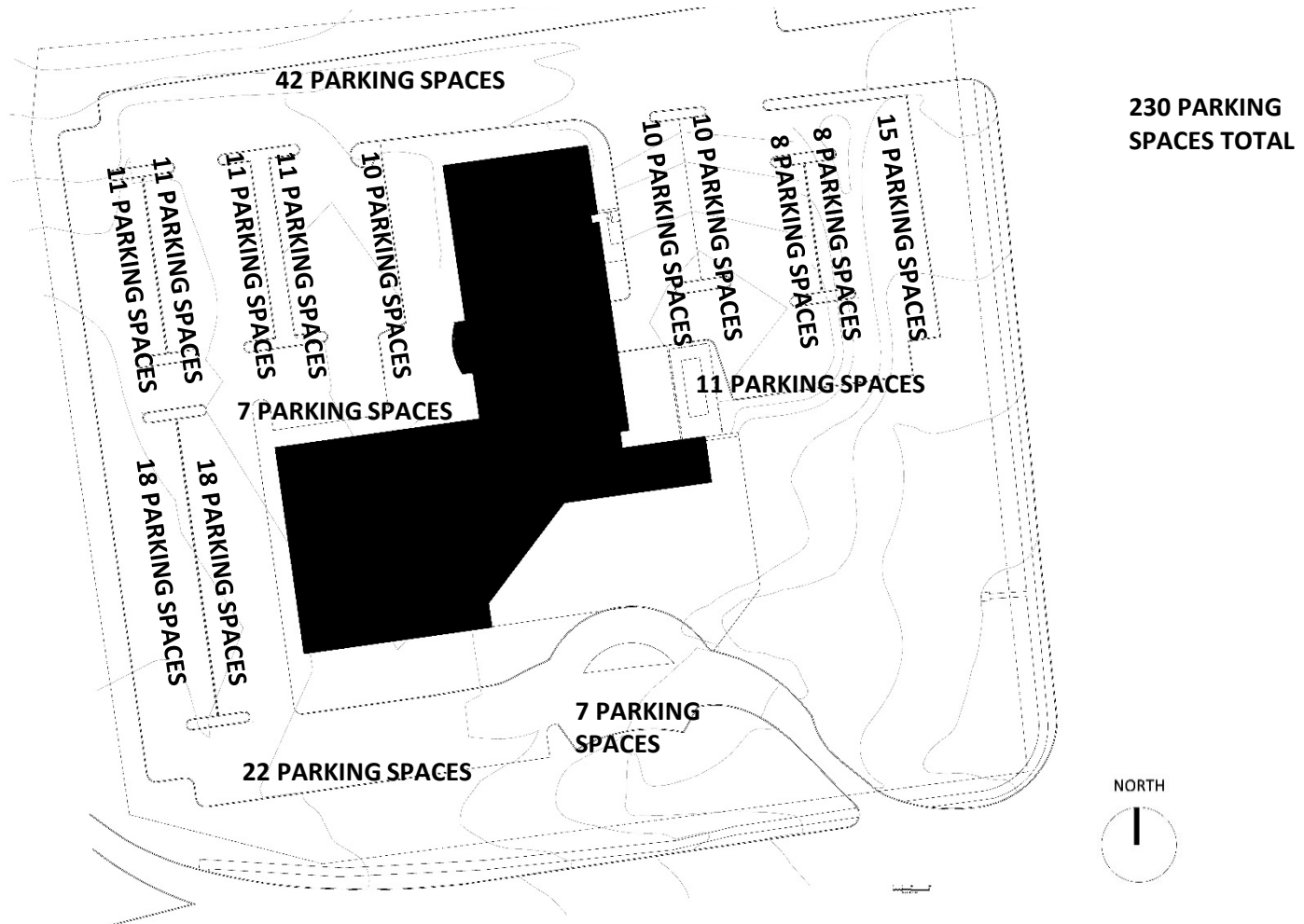
THE MUSIAL GROUP ARCHITECTURE

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING TOWN HALL SITE

SCHEME 1



THE MUSIAL GROUP ARCHITECTURE

PROS AND CONS

SCHEME 1

Pros	Cons
Existing Town Hall site maintains its identity as the central location for municipal functions	Must be done in two phases
Savings of construction cost by not re-building Building "B"	Less land than the RPC site
Can be built while occupying Building "A" during phase 1	Would require temporary facility for the Justice offices.
Layout creates a "fanfare" backdrop to visitors from the east and to the 911 Memorial grounds	
Site is more accessible to the community and emergency vehicles	

COST ESTIMATES

SCHEME 1

Description	Cost Estimate
Building Construction	\$9,434,425.00
Site work	\$350,000.00
Furniture and Equipment	450,100.00
	10,234,525.00

Plus the rent or purchase of 2,068 SF as a temporary facility for the Justice Department

EXISTING TOWN HALL SITE

SCHEME 2



SCHEME 2

NORTH



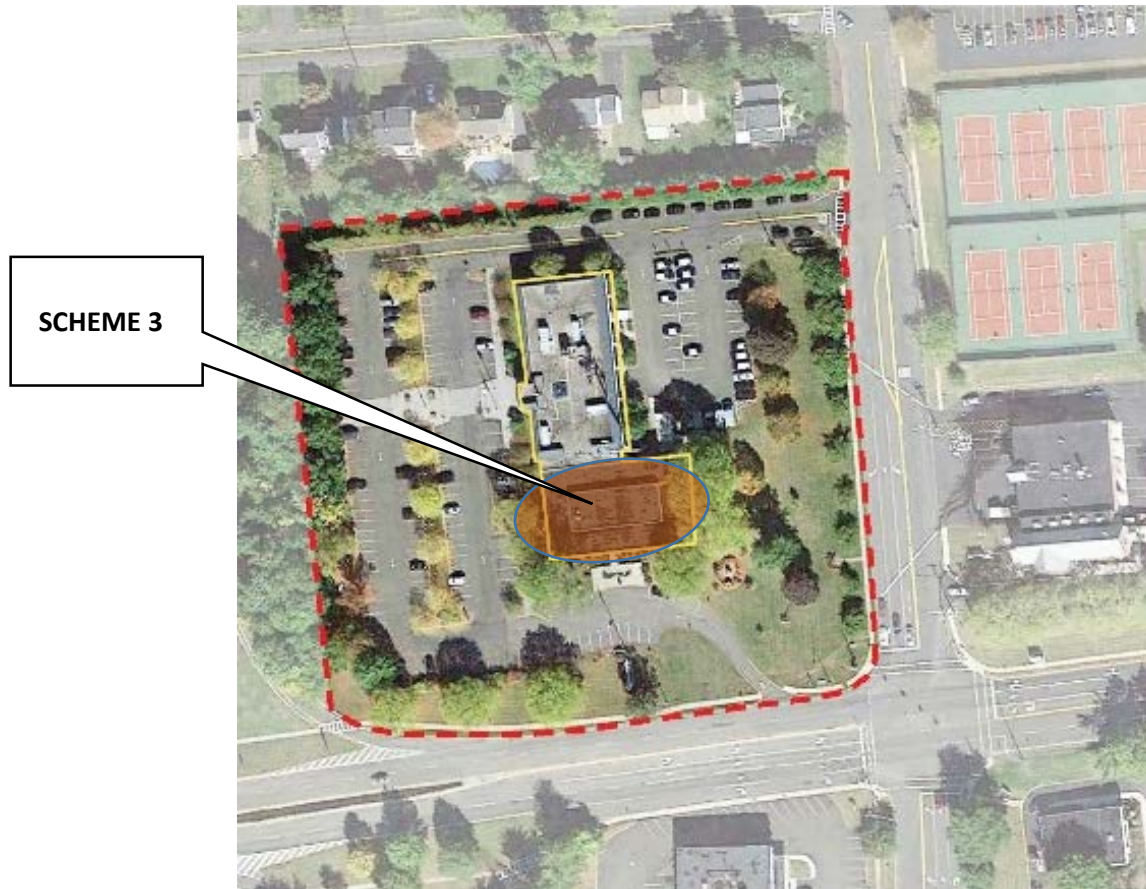
PROS AND CONS

SCHEME 2

Pros	Cons
Existing Town Hall site maintains its identity as the central location for municipal functions	The radio antenna and supporting equipment room would need to be moved.
Savings of construction cost by not re-building Building "B"	Must be done in two phases
Can be built while occupying Building "A" during phase 1	Less land than the RPC site
Layout creates a "fanfare" backdrop to visitors from the east and to the 911 Memorial grounds	Would require temporary facility for the Justice offices.
Site is more accessible to the community and emergency vehicles	The public parking lot would be further from the new town hall addition with the expanded parking at the west side of the property.
New construction could be built over the police parking lot creating covering and protection to the vehicles	The new offices would be further from the functions in building "B"

EXISTING TOWN HALL SITE

SCHEME 3



PROS AND CONS

SCHEME 3

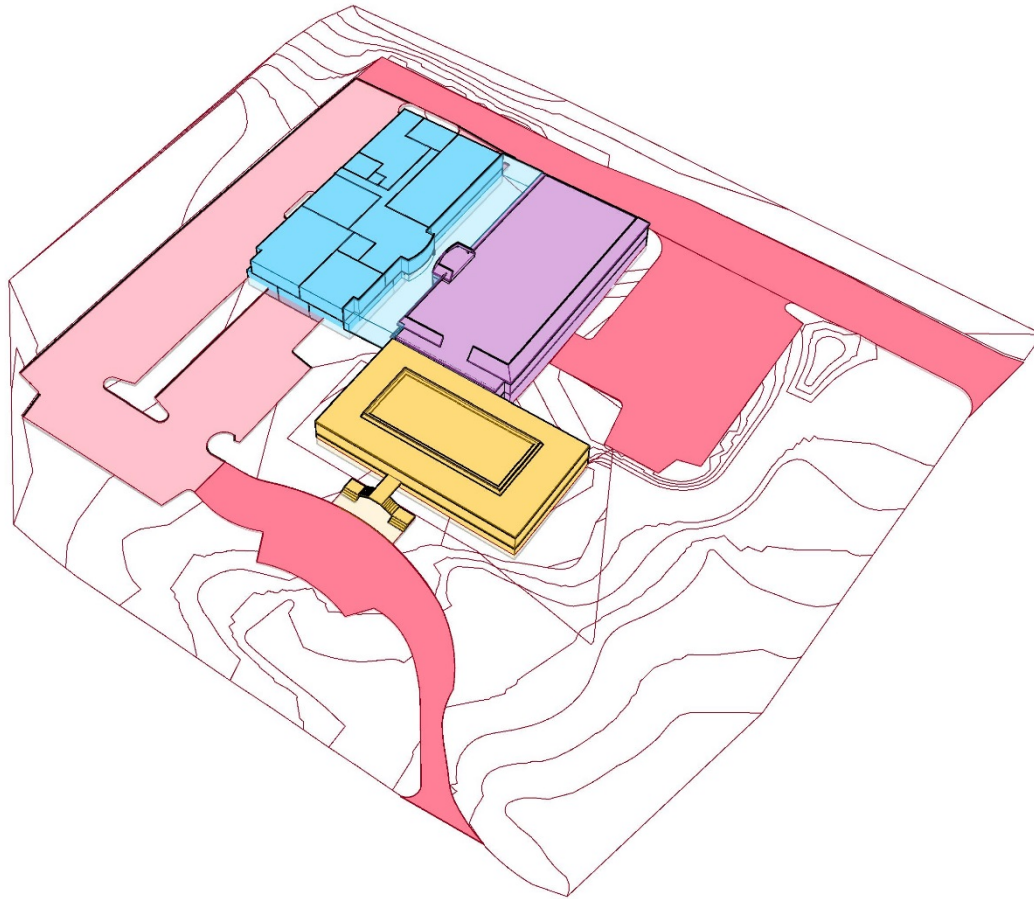
Pros	Cons
Savings of construction cost by not re-building Building "B"	Would require temporary facility for the functions of building "A"
Site is more accessible to the community and emergency vehicles	Must be done in two phases
	Less land than the RPC site

EXISTING TOWN HALL SITE

SCHEME 4

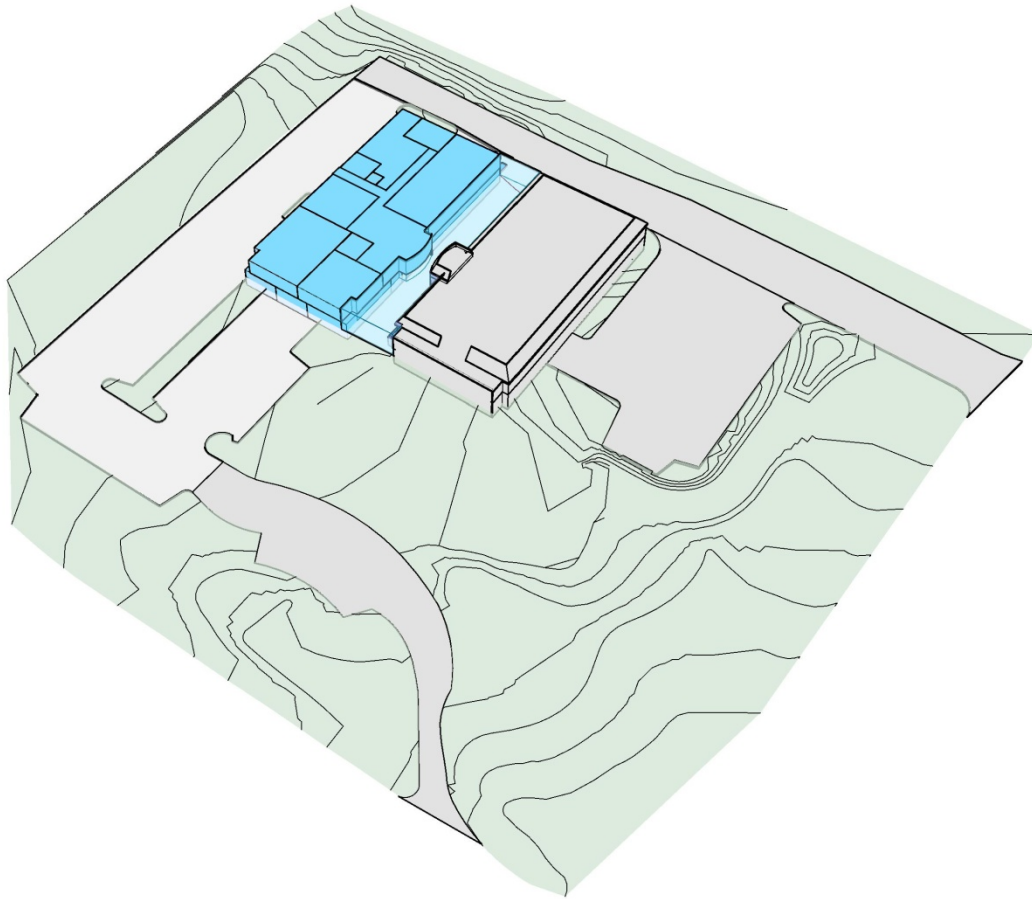


PHASE 1
SCHEME 4



THE MUSIAL GROUP ARCHITECTURE

PHASE 2
SCHEME 4

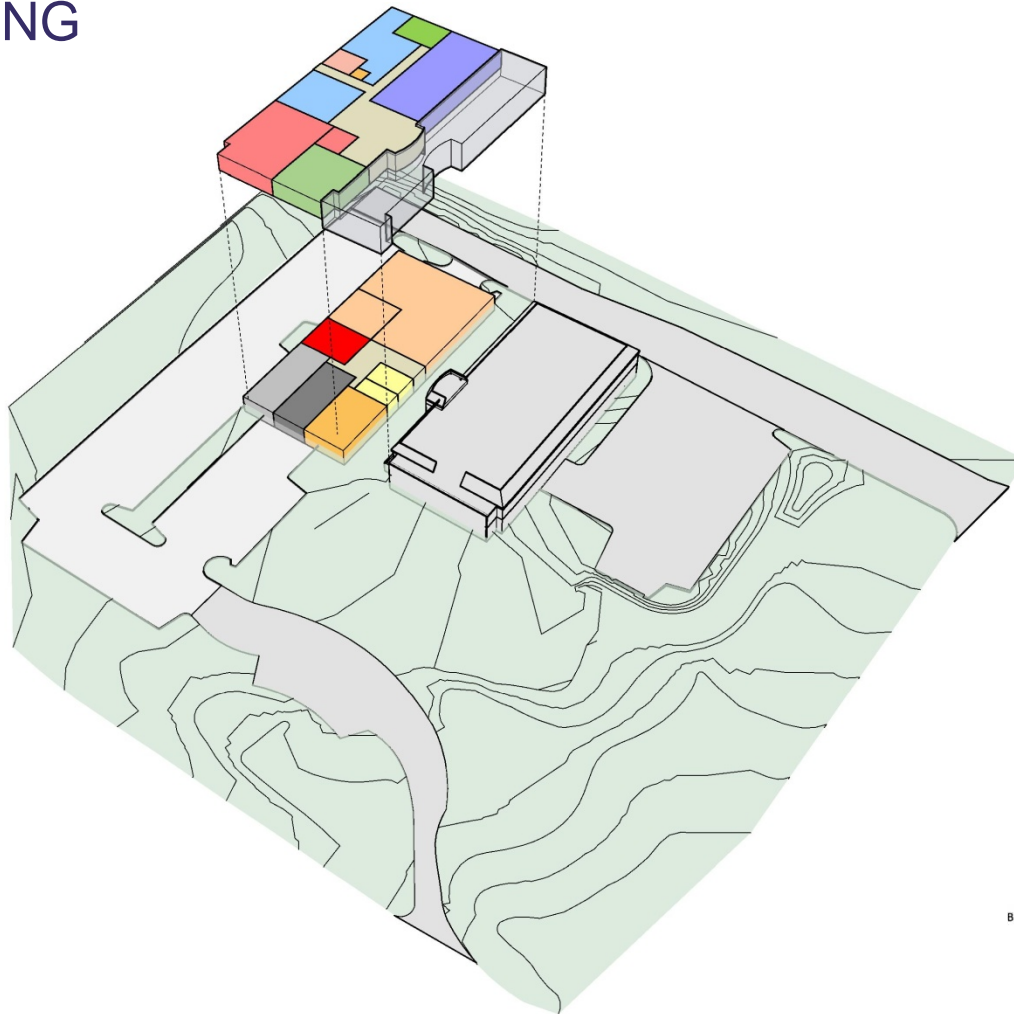


ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

PROGRAMMING

SCHEME 4



DEPARTMENT LEGEND:

SUPERVISOR	
FINANCE	
ASSESSOR	
CLERK	
COLLECTOR	
JUSTICE	
ATTORNEY	
HUMAN RESOURCES	
IT	
BUILDING, PLANNING, ZONING, INSPECTORS	
FIRE PREVENTION	
POLICE	
UNION OFFICE	
MECHANICAL, UTILITY	
STORAGE	

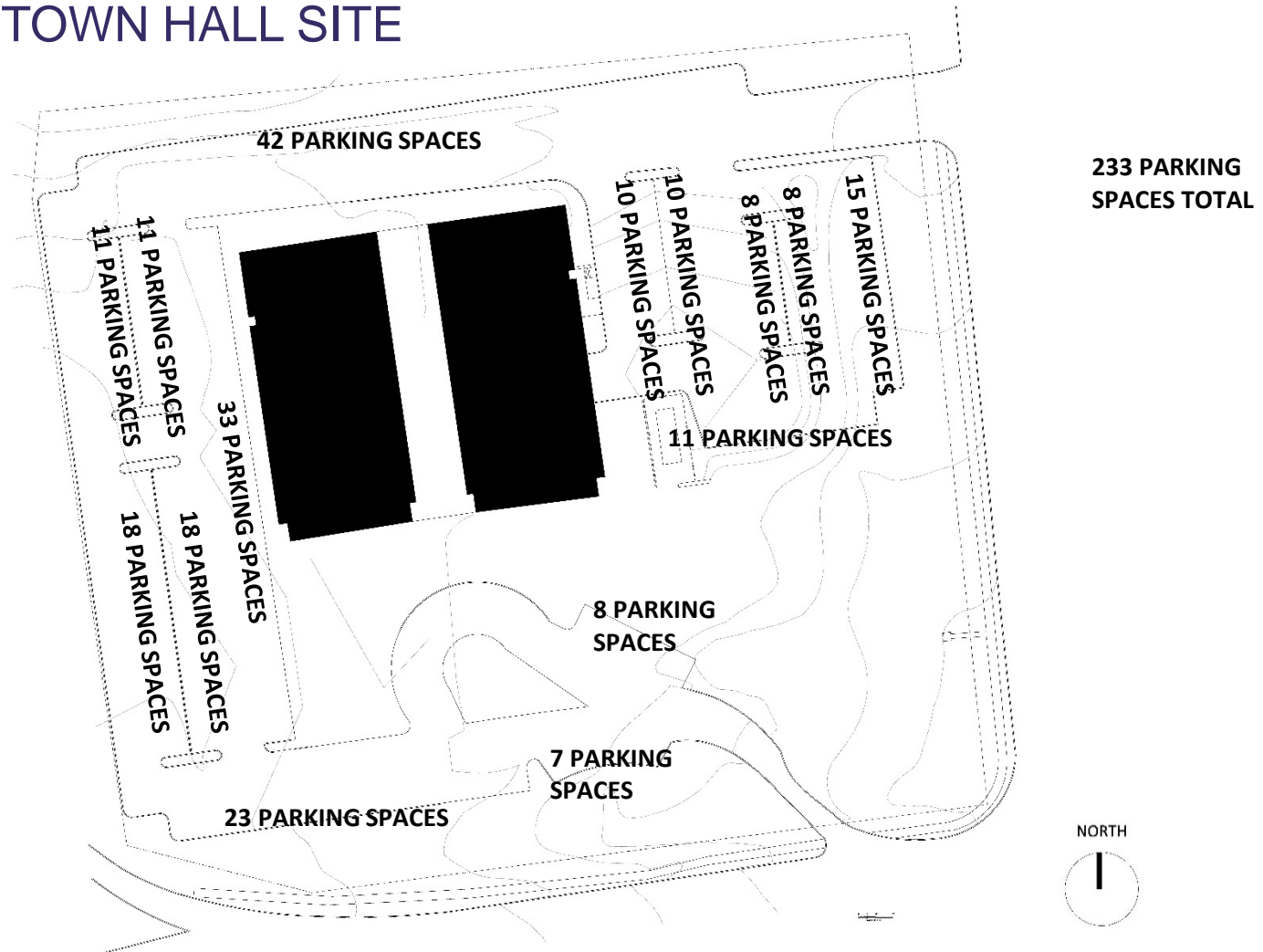
THE MUSIAL GROUP ARCHITECTURE

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING TOWN HALL SITE

SCHEME 4



THE MUSIAL GROUP ARCHITECTURE

PROS AND CONS

SCHEME 4

Pros	Cons
Savings of construction cost by not re-building Building "B"	Would require temporary facility for the Town Clerk
Site is more accessible to the community and emergency vehicles	Must be done in two phases
Can be built while occupying the existing building during phase 1	Less land than the RPC site
The soil excavated for the basement of the new construction could be reused to fill the land under the demolished building "A"	

COST ESTIMATES

SCHEME 4

Description	Cost Estimate
Building Construction	\$11,268,400.00
Site work	\$350,000.00
Furniture and Equipment	450,100.00
	12,068,500.00

Plus the rent or purchase of 2285 SF as a temporary facility for the Town Clerk Department

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

EXISTING TOWN HALL SITE

SCHEME 5

SCHEME 5
Building two
additional
floors over the
building "B"



NORTH



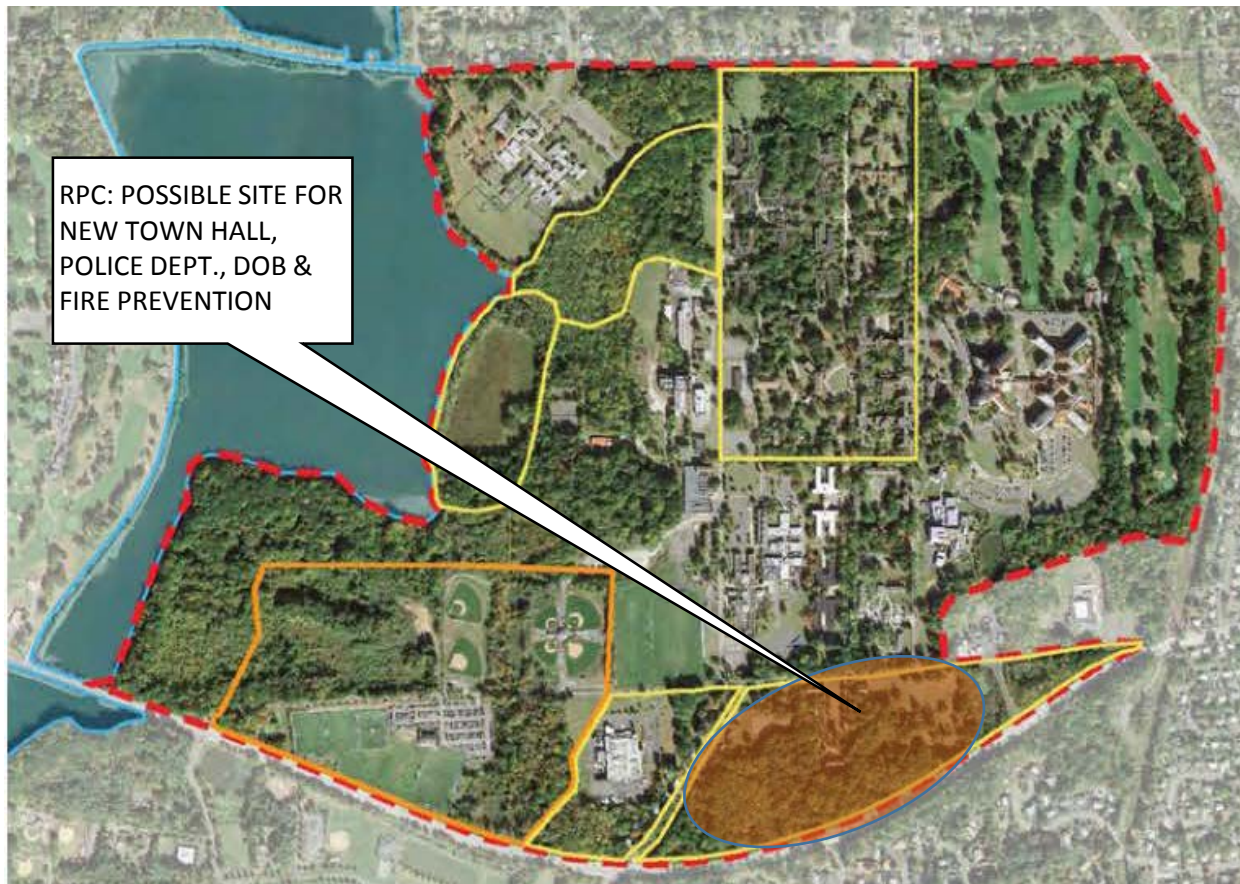
THE MUSIAL GROUP ARCHITECTURE

PROS AND CONS

SCHEME 5

Pros	Cons
Savings of construction cost by not re-building Building "B"	Would require temporary facility for all of building "B" during construction (the size of some shopping centers and industrial facilities). This would displace the police, court, and the town clerk.
Site is more accessible to the community and emergency vehicles	Must be done in two phases
	Less land than the RPC site
	Extensive amount of additional structural support would need to be done to support the additional two floors over building "B"

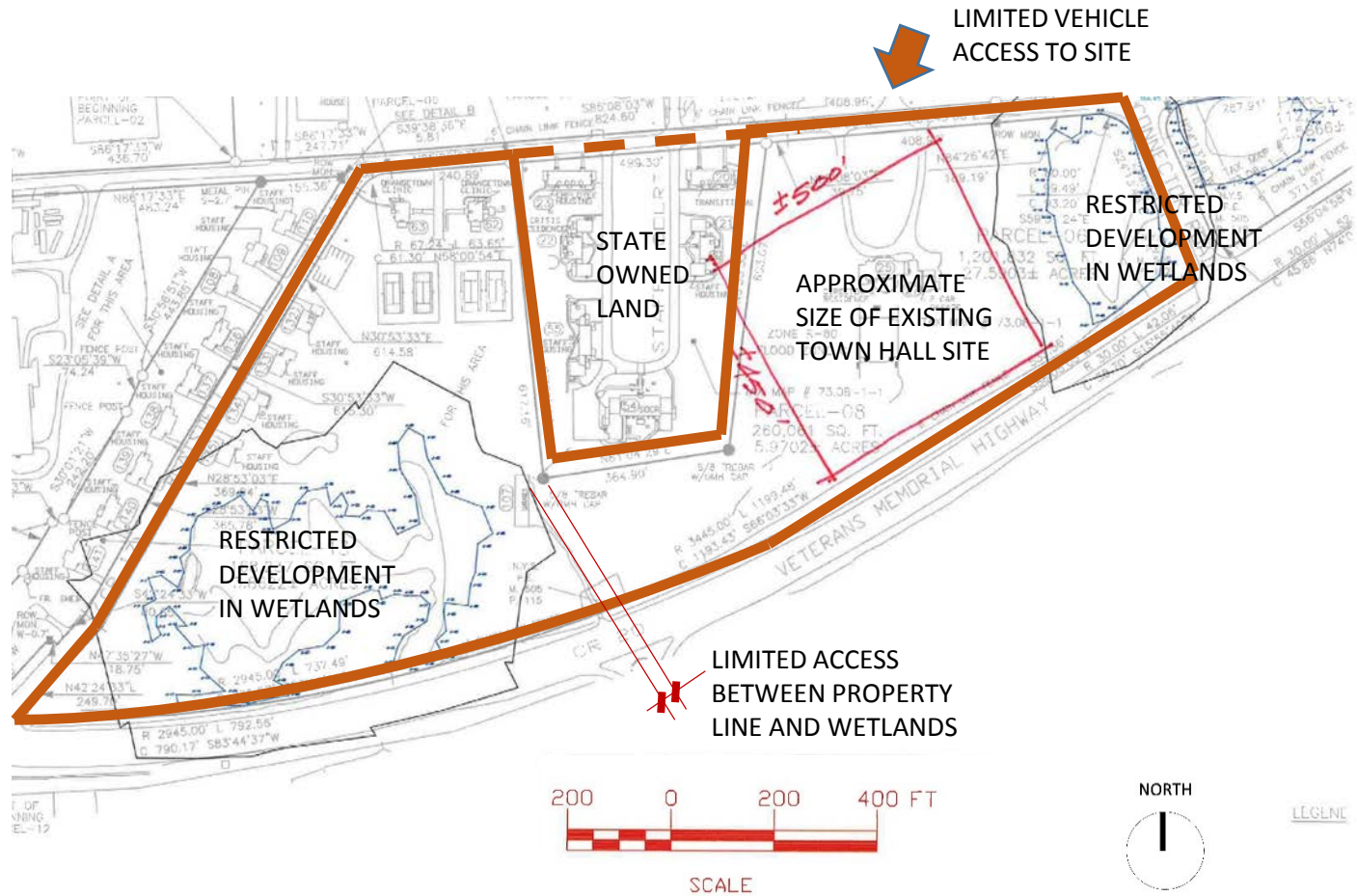
ROCKLAND PSYCHIATRIC CENTER



ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

ROCKLAND PSYCHIATRIC CENTER

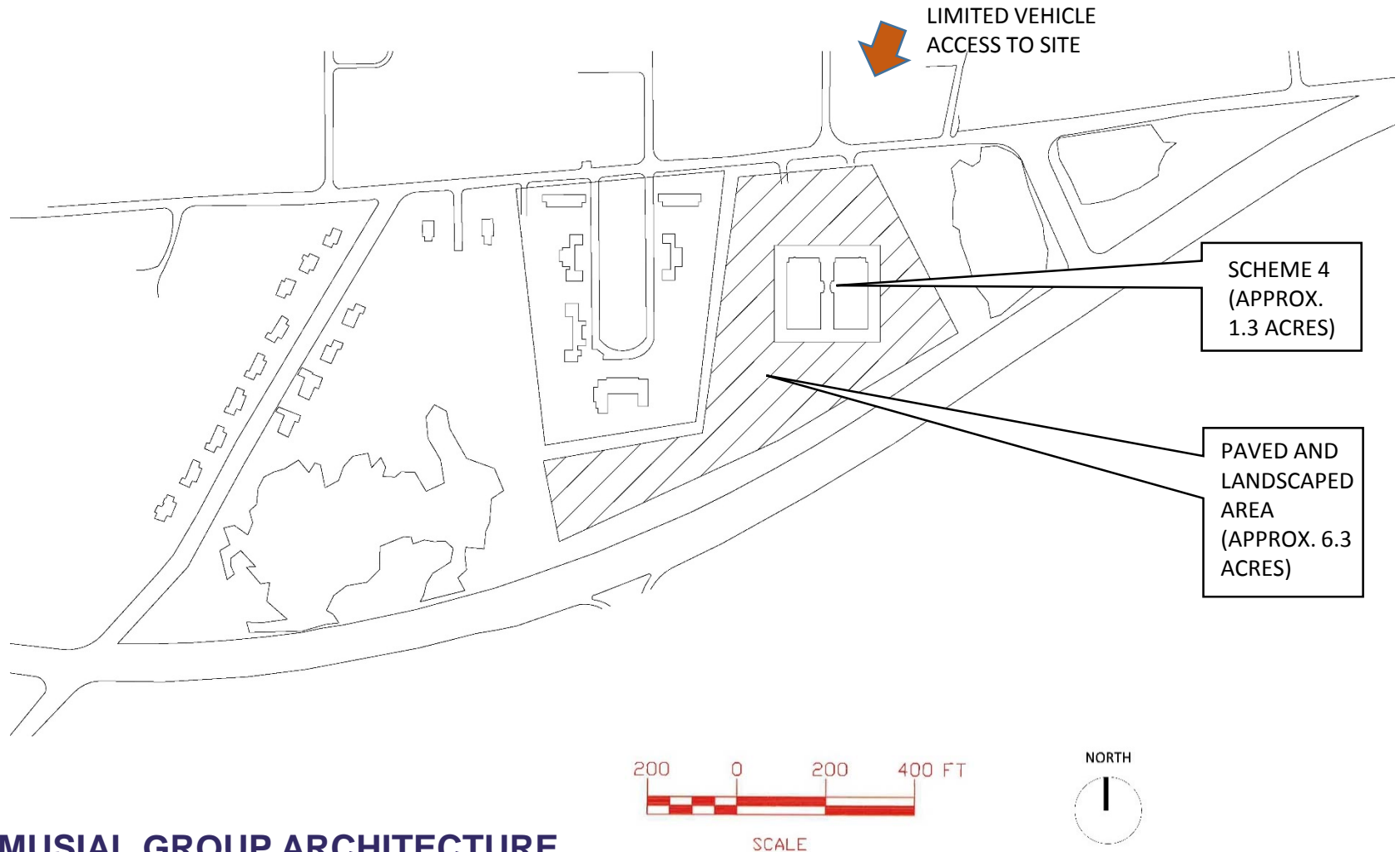


THE MUSIAL GROUP ARCHITECTURE

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

ROCKLAND PSYCHIATRIC CENTER



THE MUSIAL GROUP ARCHITECTURE

PROS AND CONS

RPC SITE

Pros	Cons
More land available compared to the existing Town Hall site	The site is less visible to the public
Would not require phasing of construction or temporary facilities for relocated departments	Restricted land use with two designated wetland locations
More parking	Additional cost to build a new police station and court room
Less construction time than other schemes with phasing.	More costs to construct a larger parking area without the benefit of reusing existing parking areas that the existing Town Hall offers
	Limited access to the site from roads

COST ESTIMATES
RPC SITE

Description	Cost Estimate
Building Construction	\$19,574,425.00
Site work	\$750,000.00
Furniture and Equipment	450,100.00
	20,774,525.00

Furniture and Equipment cost is estimated with the reuse of the existing furniture from the court room and the Police Department.

APPENDIX

INVENTORIES
ORGANIZATION CHARTS

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building A Floor 1

Dept	Room No.	Rm. Area SF	Use	Contents
	A101	41	Foyer	3 Chairs, 1 trash can
	A102	196	Lower Lobby	
Town Attorney	A103	237	Law Library & Conference Room	11 book shelves, 1 long table, 8 chairs, 1 phone
Town Attorney	A103a	10	Closet	
Town Attorney	A104	121	Utility	1 breaker box, 2 shelves, 1 mop, 1 reversible chiller, 1 exrol tank, 1 water pump, 1 air conditioner, 2 recycling bins
Town Attorney	A105	28	Rest Room	1 Toilet, 1 paper towel dispenser, 1 sink, 1 bottle of air freshener, 1 half height cabinet, 1 trash bin
Town Attorney	A106	29	Rest Room	
Town Attorney	A107	57	Corridor	1 sheet of ply wood
Town Attorney	A108	110	Storage	1 recycling bin, 3 bookshelves, 1 half height cabinet, 1 trash bin, 1 half height book shelf, 1 6 layer paper rack, 1 3 layer paper rack
Town Attorney	A109	114	Work Room	1 printer/copy machine, 1 fax machine, 1 water jug dispenser, 1 6 jug high water jug shelf, 1 microwave, 1 coffee machine, 1 cabinet, 2 trash cans, 1 desk, 1 electric pencil sharpener, 1 paper cutter, 2 cabinets, 1 mini fridge, 3 built-in shelves, 1 desk fan, 1 hole puncher
Town Attorney	A110	114	Secretary	2 bookshelves, 1 workstation B, 1 file box, 1 2VF, 1 computer, 1 phone, , 2 potted plants
Town Attorney	A111	92	Attorney	1 trash bin, 1 workstation C, 1 2HF36, 1 guest chair, 1 5HF48 missing bottom 4 drawers, 1 phone, 1 computer
Town Attorney	A112	92	Attorney	1 workstation C, 1 computer, 1 phone, 1 trash can, 1 guest chair, 2 2HF36
Town Attorney	A113	92	Secretary	2 bookshelves, 1 workstation C, 1 4VF
Town Attorney	A113a		Closet	
Town Attorney	A114	113	Attorney	3 guest chairs, 1 standing flag, 1 workstation C, 1 spare desk, 1 book shelf, 1 computer, 1 phone

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building A Floor 1

Dept	Room No.	Rm. Area SF	Use	Contents
Town Attorney	A115	94	Attorney	1 guest chair, 1 trash can, 1 computer, 1 workstation C, 2 bookshelves, 1 white board, 1 phone
Town Attorney	A116	92	John Edwards	1 trash bin, 1 workstation C, 1 4HF36, 2 guest chair, 1 computer, 1 phone, 1 book shelf, 3 file boxes
Town Attorney	A117	158	Storage	
Town Attorney	A118	51	Corridor	3 4VF, 4 file boxes, 2 2 VF
Town Attorney	A118a	24	Mech. Room	
Town Attorney	A119	448	2 Secretaries	20 4VF, 11 file boxes, 2 computers, 1 guest chair, 2 workplace B, 2 phones, 1 spare desk, 1 red recycling bin
Town Attorney	A119a	8	Closet	
Heating & Air Conditioning	A120	1,399	Utility Room, Heating, & Air Conditioning	2 mops, 4 trash can, 1 water cooler, 1 breaker box, 3 recycling bins, 1 vacuum, 1 ladder, 1 boiler
Police	A121	473	Evidence Storage	4 5VF, 4 5HF48, 2 chairs, 11 4VF, 60+ file boxes, storage shelves, 1 4HF48, 1 10VF, 1 step ladder,
	A122	108	Storage (Was Vault)	storage shelves, 2 2VF, 5 4VF,
	A123	67	Storage (Was a Cell)	1 recycling bin.....
	A124	67	Storage (Was a Cell)	
	A125	120	Storage (Was a Cell Block)	1 recyling bin, 2 storage shelves, 1 laptop, 1 desk
	A126	156	Storage (Was Booking Room)	
	A127	76	Storage	
	A128	45	Storage (Was Photo Room)	
	A129	68	Storage (Was Locker Room)	
	A130	151	Corridor	1 Chair

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building A Floor 1

Dept	Room No.	Rm. Area SF	Use	Contents
	A131	56	Storage (Was Sergeant)	
	A132	56	Storage (Was Liet)	
	A133	75	Corridor	
	A134	188	Storage (Was Line Up Room)	
	A135	386	Storage (Was Conference)	
	A136	115	Corridor	
	A137	38	Storage (Was Shower)	
	A138	61	Storage (Was Rest Room)	
	A139	28	Storage (Was Rest Room)	
Town Attorney	A140	487	Files For Town Attorney	10 3 layer storage racks, 180 + file boxes
	A141	249	Storage	2 Christmas trees, 1 coffin, 2 white boards, 1 recycling bin, 1 fax machine, 1 plastic snow man
	A142	106	Storage (Was Kitchen)	5 bicycles, 1 boom box, 2 red storage bins, 4 cabinets, 1 drawer, 7 boxes
IT	A143	214	IT Storage	1 shopping cart, 5+ Computers, 5+ Monitors, 2 recycling bins, 1 2VF
IT	A143a	8	closet	
	A144	196	Storage	4 lockers, storage sheves, 1 bookshelf, 1 cooler, 1 chair, 1 phone, 1 desk
	A144a	8	Closet	
	A144b	7	Closet	
	A145	226	Storage	30+ unassembled office chairs, 5 clear boxes, 1 table, 1 printer, 2 recycling bins
	A145a	8	Closet	

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building A Floor 1

Dept	Room No.	Rm. Area SF	Use	Contents
	A146	16	Rest Room	
	A147	256	Storage	1 shopping cart, 1 flat bed cart, 2 snow blowers, 1 step ladder, 1 leaf blower, 1 box
	A148	37	Rest Room	
	A149	121	Corridor	
IT	A150	338	Anthony Bevelacqua & Matthew Lenhan	2 TV, 1 long table, 3 chairs, 2 Workspace B, 1 cabinet, 1 recycling bin, 1 trash bin, 2 computer, 3 phones, 1 water jug dispenser
	A150a	5	Closet	
IT	A151	106	IT Storage	
IT	A152	164	IT Storage	1 ladder, 2 workstation c, 1 fridge, 1 hand sanitizer, 1 shredder, 1 phone, 1 computer, 1 trash bin, 1 tool box, 2 milk crates
IT	A153	22	Corridor	
IT	A153a	8	Closet	
IT	A153b	14	Closet	
	A154	108	Corridor	
	A155	109	Union Office	3 guest chairs, 2 workstation C, 1 wall mounted mirror, 1 desk fan, 1 computer, 1 printer, 1 trash can
	A156	109	Union Office	2 4VF, 1 workstation c, 1 shredder, 2 half height book shelves
	A157	177	Stair	

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building A Floor 2

Dept	Room No.	Rm. Area SF	Use	Contents
	A201	118	Entrance Vestibule	
IT	A202	78	Video Controls	2 computers, 2 speakers, 1 desk, 2 chairs, 1 audio control panel, 1 video control panel, 1 shelf, 5 boxes, 1 lamp
Supervisor Department	A203	42	Reception	1 chair, 1 phone, 1 computer, 1 desk, 1 2VF,
Finance	A204	232	Natalie & Stephanie	1 printer, 3 4VF, 2 fax machine, 2 computer, 2 phone, 2 workstation C, 2 shelves, 2 trash can, 6 ft long half height cabinet, 1 safe
Supervisor Department	A205	50	Vestibule	
Supervisor Department	A205a	10	Closet	3x5 shelves
Supervisor Department	A206	95	Waiting Room	2 chairs, 5x6 cubbys, 2 half height book shelf
Finance	A207	77	Jeffrey Bencik	1 4VF, 1 trash bin, 1 workspace B, 2 2HF48, 2 shelves, 1 computer, 1 phone
Finance	A208	77	Janice	
Supervisor Department	A209	335	Rose Marie	2 computers, 1 fax machine, 1 phone, 1 printer, 1 copy machine, 1 workstation B, 1 recycling bin, 1 shredder, 1 water jug dispenser, 5 5VF, 1 workstation C
Supervisor Department	A210	82	Kim	1 computer, 1 phone, 1 workstation B, 1 3HF48
Supervisor Department	A211	308	Andy Stewart	1 TV, 1 workspace B, 2 guest chair, 5 meeting chairs, 1 long table, 1 computer, 1 phone, 1 whiteboard, 1 trash can, 1 standing flag, 1 cabinet, 1 vacant desk
Supervisor Department	A211a	9	Closet	1 shelf, 1 bar for coat hangers
	A212	83	Break Room	1 mini fridge, 1 built in shelf, 3 short cabinets, 1 microwave, 1 toaster oven, 1 coffee machine
Supervisor Department	A212A	9	Closet	5 shelves, 1 fan, 5 paint cans, 7 shoe boxes, 2 boxes
Supervisor Department	A213	179	Vicki Caramante	1 workspace B, 1 workspace C, 6 built-in Shelves, 2 computers, 2 phones, 1 vacant desk, 2 guest chairs, 1 whiteboard, 1 red recycling bin, 2 trash bin, 1 4VF
Supervisor Department	A213a	4	Closet	2 built-in shelves, 1 bar for coat hangers
Finance	A214	141	Vacant	4 5VF, 1 workspace B, 1 Bookshelf, 2 standing flags, 1 built in shelf, 6 boxes, 1 guest chair, 1 4HF36

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building A Floor 2

Dept	Room No.	Rm. Area SF	Use	Contents
Finance	A214a	11	Storage	10 built-in shelves
Human Resources	A215	99	Eileen Fitzpatrick	1 fax machine 3 4VF, 1 phone, 1 computer, 1 workspace B
Human Resources	A215a	4	Storage	2 built in shelves, 5 file boxes
Human Resources	A216	190	Donna Morrison	1 Guest Chair, 1 workspace B, 1 water Jug and Stand, 5 4VF, 1 computer, 1 phone, 4 cabinets
Human Resources	A217	10	Storage	14 built-in Shelves, 1 hand pencil sharpener
Justice Department	A218	121	Judge Richard Finning	1 workspace B, 1 guest chair, 1 trashcan, 2 bookshelf, 1 computer, 1 phone, 1 fax machine
Justice Department	A219	152	Judge Patrick Loftus	1 Computer, 1 Workspace B, 1 chair, 1 phone, 1 guest chair, 2 built-in shelves, 2 3VF, 1 table, 1 trashcan, 1 fax machine
Justice Department	A220	20	Rest Room	1 sink, 1 toilet, 1 mirror, 1 paper towel dispenser, 1 soap Dispenser, 1 towel rack (no towels)
Justice Department	A221	131	Clerk #6	1 Workstation B, 1 built-in Shelf, 1 printer/copy machine, 1 micro fridge, 1 fax machine
Justice Department	A221a	6	Storage	
Justice Department	A222	527	Clerk #1 - #5	2 5VF, 3HF42, 5 Phones, 5 computers, 1 printer/copy machine, 5 Workspace B, 5 small trash bins, 5 fax machines
Justice Department	A223	84	Storage	2 6VF, 1 7VF, 6 4VF, 1 Cabinet, 1 3VF, 12 Boxes
Justice Department	A224	22	Corridor	
Justice Department	A224a	17	Storage	12 built in shelves
Justice Department	A225	163	Storage	9 4VF, 2 3VF, 2HF32, 1 bookshelf, 45 boxes, 1 Chair, 1 Table
	A226	118	Stairs	
	A227	107	Corridor	2 vending machines, 2 recycling bins, 1 trash bin
	A227a	64	Corridor	
Assessor	A227b	24	Corridor	
Assessor	A227c	6	Closet	
Assessor	A228	22	Storage	
Assessor	A229	32	Storage	1 water jug dispenser, 1 coffee machine, 1 toaster oven, 1 microwave, 1 mini fridge, 6 cabinets, 6 drawers, 1 6 layer paper rack, 3 4HF36

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building A Floor 2

Dept	Room No.	Rm. Area SF	Use	Contents
Assessor	A230	222	Storage	21 5VF, 2 chairs, 1 table, 1 3VF, 18 milk crates, 1 82 inch wide 3 shelf book shelf, 22 file boxes
Tax Collector	A231	91	Clerk #4	1 shredder, 1 work space C, 1 computer, 1 phone, 2, 2 built-in-to-desk bookshelves 1 2HF36, 1 guest chair, 2 file boxes, 2 file frames, 1 milk carton of files
Tax Collector	A232	116	Brian Keney	1 workspace B, 2 guest chair, 1 built-in-to-desk bookshelf, 2 5HF36, 1 recycling bin, 1 phone, 1 laptop
Tax Collector	A233	596	Karen Serafin, Clerk #1 - #3, Intern	1 workspace C, 4 workspace B, 4 computers, 4 phones, 2 table, 1 recycling bin, 16 milk cartons of files, 1 shredder, 1 copy/print machine, 3 4HF36, 1 5HF36, 4 4VF, 2 5VF, 5 3VF, 4 trash cans, 1 2 shelf built-in-to-desk bookshelves, 1 3 shelf built-in-to-desk bookshelf, 1 desk fan, 1 full height 72 inch wide bookshelf
Tax Collector	A234	116	Collector's Office	1 workspace B, 2 guest chairs, 1 spare desk, 1 trash can, 1 computer, 1 phone, built in shelves
Tax Collector	A235	97	Storage	1 recycling bin, 1 fridge, 1 microwave, 3x6 cubbies, 1 4ftx6ft safe, 1 3ftx6ft safe, 1 3 jug water jug holder, 4 file boxes
Tax Collector	A236	517	Clerk #1 - #4	6 Computers, 4 phones, 4 workstation B, 1 water jug dispenser, 1 reception desk, 3 spare desks, 1 spare chair, 3 4VF, 1 fax machine, 2 3VF, 6 red recycling bins, 1 trash can, 1 safe, shredder
	A236a	42		1 printer, 2 half height cabinets, 2 shelves, 1 coffee machine
	A237	53	Vestibule	2 cabinets, 5 boxes
	A237a	11	Storage	
	A238	103	Corridor	
	A238a	24	Storage	
	A238b	7	Storage	
	A239	41	Men's Rest Room	
	A240	54	Women's Rest Room	
	A241	110	Corridor	1 2 door cabinet
	A241a	64	Storage	
	A242	1472	Lobby	1 table w/ 6 chairs, 4 wall mounted flags, 2 benches, 1 display case,
	A243	190	Corridor	
	A244	1332	Town Hall Boardroom/ Courtroom 1	

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building B Floor 1

Dept	Room No.	Rm. Area SF	Use	Contents
Police	B101	139	Vestibule	
Police	B102	372	Corridor	nothing
Police	B103	110	Corridor	
Police	B104	440	Corridor	nothing
Police	B105	185	Corridor	
Police	B106	58	Corridor	1 trash can
Police	B107	174	Storage	
Police	B108	91	Storage	
Police	B109	106	Stair 3	
Police	B110	63	Cell	1 sink, 1 bed, 1 toilet
Police	B111	72	Cell	1 sink, 1 bed, 1 toilet
Police	B112	66	Cell	1 sink, 1 bed, 1 toilet
Police	B113	67	Cell	1 sink, 1 bed, 1 toilet
Police	B114	67	Cell	1 sink, 1 bed, 1 toilet
Police	B115	52	Corridor	
Police	B116	126	Corridor	1 printer, 6 built in cabinets, 3 built in drawers,
Police	B117	91	Interview/ Matron	1 table, 6 chairs, 1 1 way mirror
Police	B118	28	Video Room	1 chair, 1 one way mirror
Police	B119	17	Mug Shot Room	
Police	B119a	17	Mug Shot Room	1 camera
Police	B120		Prisoner Proccessing	2 workstation C, 1 computer, 2 phone, 1 printer, 1 trash can, 1 guest chair, 1 4x10 cubbies, 1 sink, 4 built-in cabinets, 2 10VF
Police	B120a		Holding	1 bench
Police	B121	34	Rest Room	
Police	B122	22	Janitor's Closet	
Police	B123	126	Corridor	29 lockers
Police	B124	21	Visiting Area: Prisoner	

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building B Floor 1

Dept	Room No.	Rm. Area SF	Use	Contents
Police	B125	21	Visiting Area: Visitor	
Police	B126	572	Sally Port	1 trash bin, storage shelves, 1 built-in shelf, 1 recycling bin, 1 work bench
Police	B127	39	Canine	
Police	B127a	35	Closet	
Police	B127b	29	Closet	
Police	B128	68	Storage	
Police	B129	88	Communications	1 large computer, 1 trash bin, 1 phone
Police	B130	100	Evidence Processing	
Police	B131	21	Electric Room	
			Bulk Evidence Storage	
Police	B132	635		
Police	B132a	44		
Police	B133	120	Vault/Storage	
Police	B134	118	Stair 2	20 water jugs
Police	B135	59	Vestibule	nothing
Police	B136	141	Staff Lounge	2 vending machines, 1 sink, 1 microwave, 1 fridge, 1 stove + oven, 1 water jug dispenser, 1 table, 5 chairs, 1 trash can, 1 phone, 6 built in cabinets
Police	B137	58	Corridor	
Police	B137a	4	Closet	
Police	B138	566	Turn-Out	3 trash bins, 9 desks, 19 chairs, 1 computer
Police	B138a	10	Storage	
Police	B139	131	S.W.A.T	1 bench, 22 lockers, 1 cabinet
Police	B140	199	Special	3 computers, 3 workstation C, 1 cabinet, 3 4HF36, 2 5HF36, 1 built in shelf, 1 trash bin, 1 printer
Police	B141	124	Storage	
Police	B142	1251	Men's Lockers	9 benches, 50+ lockers, 1 trash bin
Police	B143	218	Men Officer's Lockers	
Police	B144	53	Vestibule	1 coat rack bar
Police	B145	53	Vestibule	1 coat rack bar

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building B Floor 1

Dept	Room No.	Rm. Area SF	Use	Contents
Police	B146	166	Woman's Rest Room	
Police	B147	20	Janitor Closet	
Police	B148	339	Woman's Lockers	1 trash can, 4 benches, 1 table, 1 phone, 20 lockers
Police	B149	64	Woman Officer's Lockers	
Police	B150	283	Men's Rest Room	4 sinks, 2 trash bins, 4 showers, 2 paper towel dispensers, 3 urinals, 2 toilets
Police	B150a	10	Storage	
Police	B151	557	Fitness Room	1 bench press, 1 tread mil, 1 stair machine, 1 bike machine, 1 dead lift, 1 yoga ball, 3 weight bench, 1 power tower, 1 water jug dispenser
Police	B151a	22	Storage	
Police	B152	100	Office	
Police	B153	75	Gun Clean	2 gun racks, 1 chair, 1 table, 10 built in cabinets, 1 desk lamp, 1 trash can, 1 built in wash.
Police	B154	149	Men's Rest Room	1 trash can, 2 sinks, 1 urinal, 1 built in mirror, 1 paper towel dispenser, 1 toilet
Police	B155	149	Woman's Rest Room	
Police	B156	219	Corridor	
Police	B157	120	Elevator Machine Room	
Police	B158	324	Mechanical	
Police	B159	522	Mechanical	
Police	B160	295	Generator	
Police	B161	862	Multi-Purpose Room	1 workstation C, 10 desks, 1 trashcan, 5 chairs, 1 tv, 2 microwave, 1 wardrobe, 3 3HF36, 1 bookshelf, 1 fan
Police	B162	280	Electric Room	

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building B Floor 2

Dept	Room No.	Rm. Area SF	Use	Contents
	B201	268	Lower Lobby	1 trash bin, 2 potted plants
	B202	951	Upper Lobby	1 ATM, 3 trash bin, 1 white board, 2 potted plants, 1 water fountain, 1 table, 1 standing flag
	B203	96	Entry	
	B204	77	Reception	
Clerk Department	B205	671	Town Clerk	
Clerk Department	B206	40	Rest Room	
Clerk Department	B207	53	Supply Room	
Clerk Department	B207a	7	Closet	
Clerk Department	B207b	9	Closet	
Clerk Department	B207c	6	Closet	
Clerk Department	B208	147	File Room	
Clerk Department	B209	133	Record Storage	
Clerk Department	B210	135	Town Clerk Office	
	B210a	6	Closet	
	B211	259	Corridor	Nothing
Justice Department	B212	133	Jury Room	8 chairs, 1 table
Justice Department	B213	60	Rest Room	1 toilet, 1 trashcan, 1 sink, 1 mirror, 1 paper towel dispenser
	B214	68	Passage	Nothing
	B215	113	Stair 3	Nothing
Justice Department	B216	2528	Court Room	1 computer, 3 standing flags, 84 audience chairs, 16 chairs with arm rests, 1 judge chair, 2 tables, 1 receipt printer
Police	B217	279	Dispatch	3 computers, 3 phones, 1 sink, 1 microwave, 1 toaster oven, 1 coffee machine, 3 workstation B, 1 mini fridge, 1 trash bin
Police	B217a	7	Closet	
Police	B218	96	Main Desk	1 mail box, 1 workstation B, 1 trash bin, 1 computer, 1 file rack, 1 3x8 cubbies, 1 phone, 2 trash bins, 1 recycling bin
Police	B219	35	Rest Room	
Police	B220	69	Electric Room	
Police	B221	58	Passage	8 tall lockers, 20 small lockers, 1 wall mounted first aid kit
Police	B222	129	Comm. Super	1 workstation C, 1 workstation B, 1 trash bin, 2 computers, 1 phone, 1 desk fan, 2 wall mounted paper racks, 3x4 cubbies, 1 3VF, 3 built in cabinets, 2 TVs, 1 guest chair, 1 printer
Police	B222a	7	Closet	

INVENTORY

ORANGETOWN TOWN HALL

ARCHITECTURAL AND SPACE PLANNING SERVICES

Building B Floor 2

Dept	Room No.	Rm. Area SF	Use	Contents
Police	B223	169	Sergeant's Office	2 computers, 1 4VF, 1 2HF48, 2 trash bins, 2 work station B, 2 phones, 1 guest chair, 1 printer, 1 spare desk, 1 3x8 cubbies, 1 TV
Police	B223A	6	Closet	
Police	B224	207	Duty Lieutenant	1 shredder, 2 trash bins, 1 C workstation, 1 computer, 1 phone, 1 shredder, 2 guest chairs, 3 5VF, 1 spare desk, 1 printer, 1 desk lamp
Police	B224a	8	Closet	
Police	B225	96	Reports	
Police	B226	38	Storage	
Police	B227	95	Prints	1 printer, 1 finger print scanner, 1 computer, 1 phone, 1 copy machine, 3x8 cubbies
Police	B228	143	Corridor	
Police	B229	172	Corridor	
Police	B230	175	Corridor	Nothing
Police	B231	83	Men's Rest Room	1 sink, 1 trash can, 1 toilet, 1 urinal, 1 paper towel dispenser, 1 soap dispenser
Police	B232	23	Janitor's Closet	
Police	B233	80	Women's Rest Room	
Police	B234	122	Stair 2	
Police	B235	300	Conference Room	4 cabinets, 1 standing flag, 1 TV, 1 long table, 12 chairs
Police	B235a	16	Storage	
Police	B236	28	Rest Room	1 toilet, 1 trashcan, 1 sink, 1 mirror, 1 paper towel dispenser
Police	B237	324	Chief	1 couch, 1 coffee table, 1 book shelf, 1 TV, 2 dressers, 1 bookshelf, 3 guest chairs, 2 work station C, 1 shredder, 1 trash can, 1 printer, 1 computer, 1 phone, 1 boom box
Police	B237a	6	Closet	
Police	B238	167	Captain	1 coffee machine, 2 workstation C, 1 computer, 1 phone, 3 file boxes, 1 printer, file rack 2 guest chairs, 4 built into desk cabinets, 2 5VF
Police	B238a	7	Closet	
Police	B239	278	Secretary	1 shredder, 1 printer, 1 chair, 1 copy machine, 1 workstation B, 1 computer, 2 closets, 2 2VF, 1 copy machine, 1 recycling bin. 2 5HF36, 1 4HF48
Police	B239a	7	Closet	

INVENTORY

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Building B Floor 2

Dept	Room No.	Rm. Area SF	Use	Contents
Police	B240	126	Admin 1	2 5HF48, 1 shopping cart, 1 guest chair, 1 workstation C, 1 2HF48, 2 file boxes, 3 moving boxes
Police	B240a	7	Closet	
Police	B241	144	Admin 2	1 4VF, 2 5HF36, 1 workstation B, 1 computer, 1 phone, 1 paper rack, 2 guest chairs, 1 step ladder, 1 book shelf, 1 trash can
Police	B241a	6	Closet	
Police	B242	103	Drafting	1 workstation B, 1 guest chair, 1 phone, 1 computer, 2 desk cabinets, 1 bulletin board
Police	B242a	8	Closet	
Police	B243	114	Interview	1 TV, 1 long table, 6 chairs, 1 trash bin, 1 one-way mirror
Police	B244	60	Storage	1 flashlight rack, storage rack, 1 5HF36, 2 tool boxes
Police	B245	163	Captain's Office	1 TV, 1 workstation B, 1 computer, 1 phone, 1 printer, 2 guest chairs, 1 5HF36, 1 standing fan, 1 workstation C
Police	B245a	6	Closet	
Police	B246	103	Corridor	Nothing
Police	B246a	5	Closet	
Police	B247	36	Storage	1 book case, 1 coffee machine, 1 chair, walkie talkies
Police	B248	136	Secretary	1 bench, workstation C, 1 workstation B, 1 computer, 1 trash can, 1 guest chair, 1 phone
Police	B249	131	Sergeant's Office	1 workstation B, 1 spare desk, 1 trash can, 1 computer, 1 phone, 2 guest chairs, 1 dresser, 1 TV
Police	B249a	7	Closet	
Police	B250	88	Holding	1 printer, 1 phone, 1 water jug dispenser, 1 trash can, 1 built-in table, 1 printer/copy machine

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Building B Floor 2

Dept	Room No.	Rm. Area SF	Use	Contents
Police	B251	93	Holding	1 workstation C, 1 half height book shelf, 1 trash bin, 1 computer, 1 type writer, 1 5VF, 1 file box
Police	B252	78	Holding	1 half height bookshelf, 1 guest chair, 1 4HF36, 1 workstation C, 1 computer, 1 phone
Police	B253	433	Detectives	5 workspace B, 4 computers, 4 phones, 5 guest chairs, 1 2VF, 4 4HF36, 1 desk fan
Police	B254	635	Records	2 recycling bins, 2 guest chairs, 4 workstation C, 1 workstation B, 1 step ladder, 5 computers, 5 phones, trash cans, 4 2HF36, 2 7VF, 5 5HF36
Police	B254a	7	Closet	
Police	B255	45	Storage	3 5 shelf storage shelves, 4 storage boxes
Police	B256	303	Youth Area	4 workstation C, 4 trash bins, 1 water jug dispenser, 2 guest chairs, 4 computers, 4 phones, 1 4HF36, 2 3HF36, 1 print/copy machine, 1 tall bookshelf
Police	B256a	6	Closet	
Police	B257	80	Interview	1 small round table, 3 chairs, 1 5HF36, 1 3HF36, 1 mini fridge, 1 TV, 1 microwave, 1 cabinet, 2 coffee machines, 3x8 cubbies, 1 trash can
Police	B258	41	Rest Room	1 toilet, 1 trashcan, 1 sink, 1 mirror, 1 paper towel dispenser, 1 soap dispenser
Police	B259	164	Police Lobby	1 bench, 1 phone, 1 built in display case

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Building C

Dept	Room No.	Rm. Area SF	Use	Contents
Department of Buildings	C101	131	Director John Giardiello	1 small desk w/ drawer, 1 workspace B, 1 phone, 1 computer, 1 trashcan, 2 guest chairs
Department of Buildings	C102	707	2 Clerks full time, 1 Part time Clerk	1 standing reception counter, 2 workspace B, 3 computers, 5 2VF, 5 5VF, 20 4VF, 9 6VF, 1 trash bin, 2 fax machines, 2 phones
Department of Buildings	C103	348	Zoning Administrator	1 workspace C, 1 computer, 12 4VF, 1 print/copy machine, 1 recycling bin, 1 5VF, 1 phone, 1 storage bin, 1 radio
Department of Buildings	C104	163	Planning and Zoning Clerk	4 built-in shelves, 8 6VF, 1 fax machine, 1 guest chair, 1 workspace B, 1 computer, 10 4VF, 1 trash can, 1 3VF
Department of Buildings	C105	150	Planning Clerk	9 4VF, 1 printer, 1 step ladder, 1 2VF & 1 2HF48 w/ board on top making a desk, 1 workstation C, 1 computer, 1 phone, 1 file cart, 2 loose File drawers, 1 file bin
Department of Buildings	C105a	7	Closet	
Department of Buildings	C106	697	6 Building Inspectors	2 guest chair, 3 workstation B, 3 workstation C, 6 computers, 1 water jug dispenser, 1 trash bin, 6 phones, 1 microwave, 1 full size fridge, 2 bookcases, 7 4VF, 3 5VF, 1 2VF, 1 printer, 3 small bookcases, 1 printer
Department of Buildings	C107	1266	Board Room	
Department of Buildings	C108	359	Corridor & Files	1 desk , 1 chair, 3 5HF48, 1 4VF, 1 tall cabinet
Department of Buildings	C109	97	Entry	

INVENTORY

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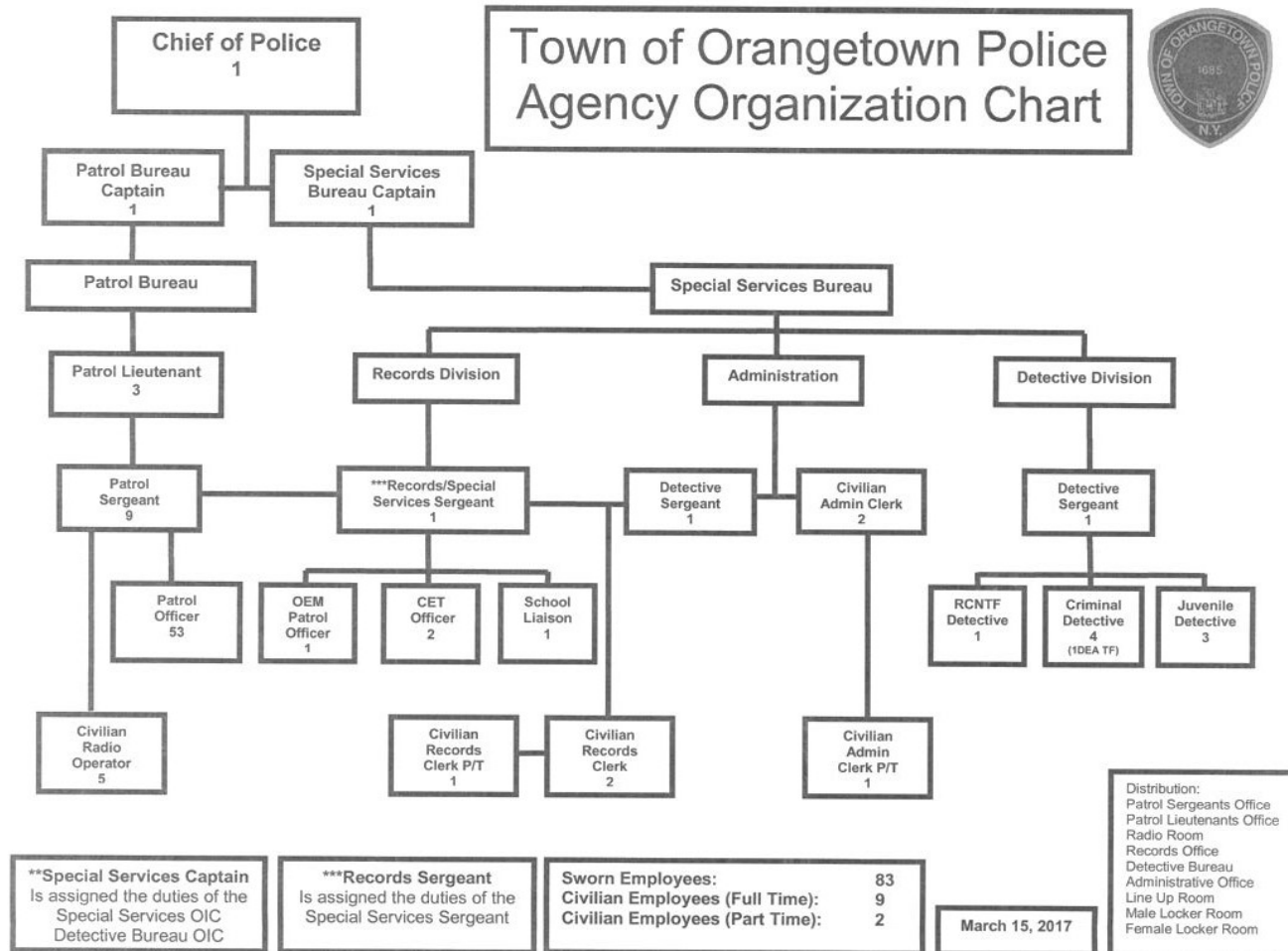
ARCHITECTURAL AND SPACE PLANNING SERVICES

Building D

Dept	Room No.	Rm. Area SF	Use	Contents
Fire Prevention	D101	131	Mike Bettmann	1 workstation C, 1 workstation B, 1 bookshelf, 1 computer
Fire Prevention	D102	131	Doug Sampath	1 workstation B, 2 guest chairs, 1 book shelf, 2 built-in shelves, 1 computer, 1 phone, 1 laptop, trash can,
Fire Prevention	D103	122	Office	1 workstation C, 2 guest chairs, 2 bookshelves, 1 small desk & bookshelf combo, 1 computer, 1 phone
Fire Prevention	D104	62	Storage	7 water jugs, 1 water jug dispenser, 1 microwave, 1 fridge, 1 4VF, 2 built-in shelves, 1 5VF
Fire Prevention	D105	25	Closet	
Fire Prevention	D106	33	Files	3 5VF, 7 4VF
Fire Prevention	D107	15	Closet	
Fire Prevention	D108	12	Closet	2 5HF42, 1 cabinet, 1 4VF
Fire Prevention	D109	154	Corridor	1 hand sanitizer dispenser, 1 chair, 1 trash can, 1 copy/print machine, 1 TV
Fire Prevention	D110	594	Parks & Rec Conference Room	22 chairs, 1 long table, 1 short table, 1 white board, 1 water jug & dispenser, 2 lockers

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