

# Melrose Public Safety Buildings Project

*Updated Study*

Prepared for the Melrose Public Safety Building Committee



MAY 2023

# Executive Summary

*Updated Pre-Design Study*

This study defines the Public Safety needs for the City of Melrose for the next 50+ years. Building on the programming data and other key analysis from the 2018 study, Dore + Whittier began this updated study by meeting with Fire Chief Collina and Police Chief Faller to review the space needs findings from that study. Working with the Melrose Public Safety Building Committee the options and goals were refined and clarified.

For the Fire Department the key difference from the previous study was the selected ‘preferred option’, removed one of the existing fire stations from the City’s operations. This approach was deemed not tenable, and the team proceeded with the requirement that all three locations are to remain. The space needs analysis was re-started with the 2018 study findings as a point of departure, then factored in the 3 locations, updated operational and firefighter safety best practices, post-covid impacts, and the department’s real needs for space and infrastructure. The design team met with both chiefs & staff to update and ‘right size’ the space needs. The resulting space needs were then used to design concept diagram plans that could / would be adapted to an actual site when determined.

The resulting space needs were used to design concept diagram plans for the three respective sites. Due to it’s age, it was found that the Central Fire HQ facility would need an addition built off the rear of the existing building to meet life safety, access, egress, and programmed space needs. And Station 2 and Station 3 facilities are best replaced with new to meet current firefighting practices.

The Police Department study also moved forward from the 2018 study findings noting that the police facility would be all-new on an as-yet determined site. The previous study had placed the Police Department in the existing Central Fire HQ building, with a large addition at the rear (the Fire Department was to vacate the building for the most part).

The included high-level order of magnitude cost & schedule information has been drafted based on the results of the study, conversations with the Building Committee, and escalating construction market conditions.

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# MELROSE PUBLIC SAFETY PROJECT SCHEDULE

**Project Start: December 2023**

*(assuming approved funding ballot question in November)*

TASK	DURATION (months)	START	END
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## Phase 1: New Police and New Engine 2

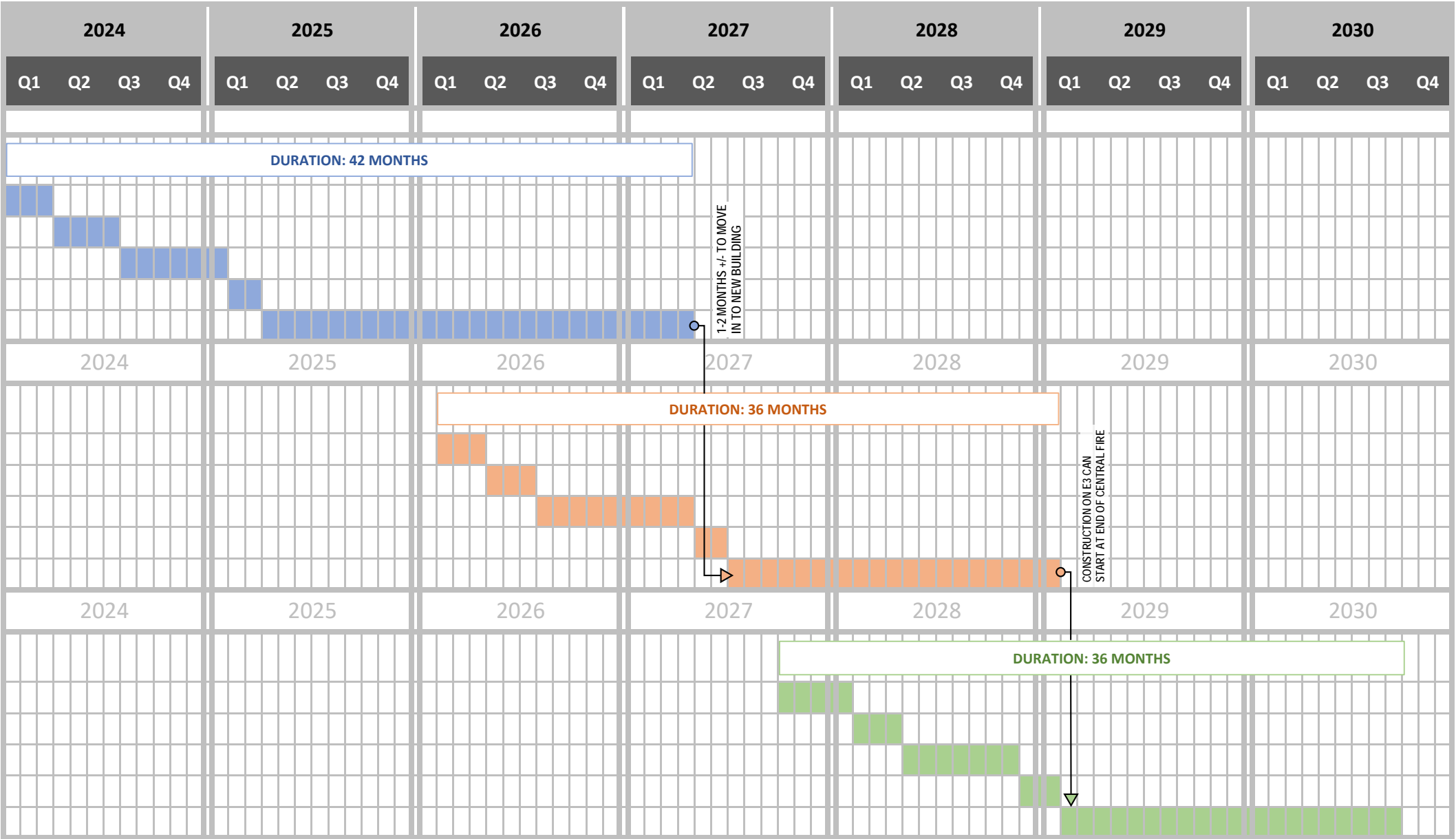
Schematic Design	4	Dec-23	Mar-24
Design Development	4	Apr-24	Jul-24
Construction Documents	6	Aug-24	Jan-25
Bidding & Negotiation	2	Feb-25	Mar-25
Construction, FF&E, Closeout & Occupancy	26	Apr-25	May-27

## Phase 2: Central Fire Renovation & Addition

Schematic Design	4	Feb-26	Jun-26
Design Development	4	Jul-26	Oct-26
Construction Documents	6	Nov-26	Apr-27
Bidding & Negotiation	2	May-27	Jun-27
Construction, FF&E, Closeout & Occupancy	20	Jul-27	Jan-29

## Phase 3: New Engine 3

Schematic Design	4	Oct-27	Jan-28
Design Development	4	Feb-28	May-28
Construction Documents	6	Jun-28	Nov-28
Bidding & Negotiation	2	Dec-28	Jan-29
Construction, FF&E, Closeout & Occupancy	20	Feb-29	Sep-30

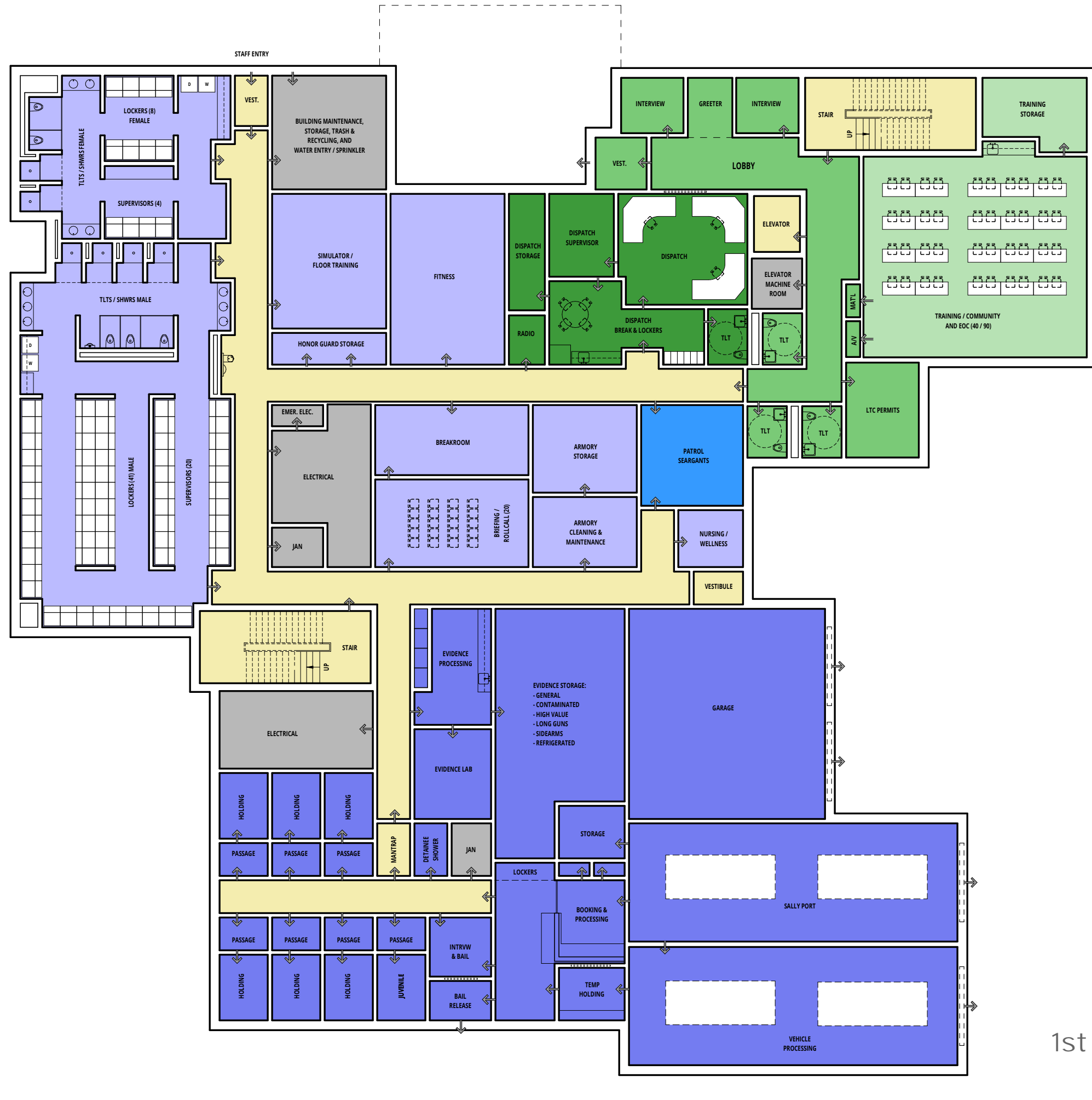




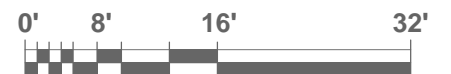
PROPOSED MELROSE PUBLIC SAFETY PROJECT COSTS & SCHEDULE

Construction Manager at Risk (CMR) Delivery Method																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								</
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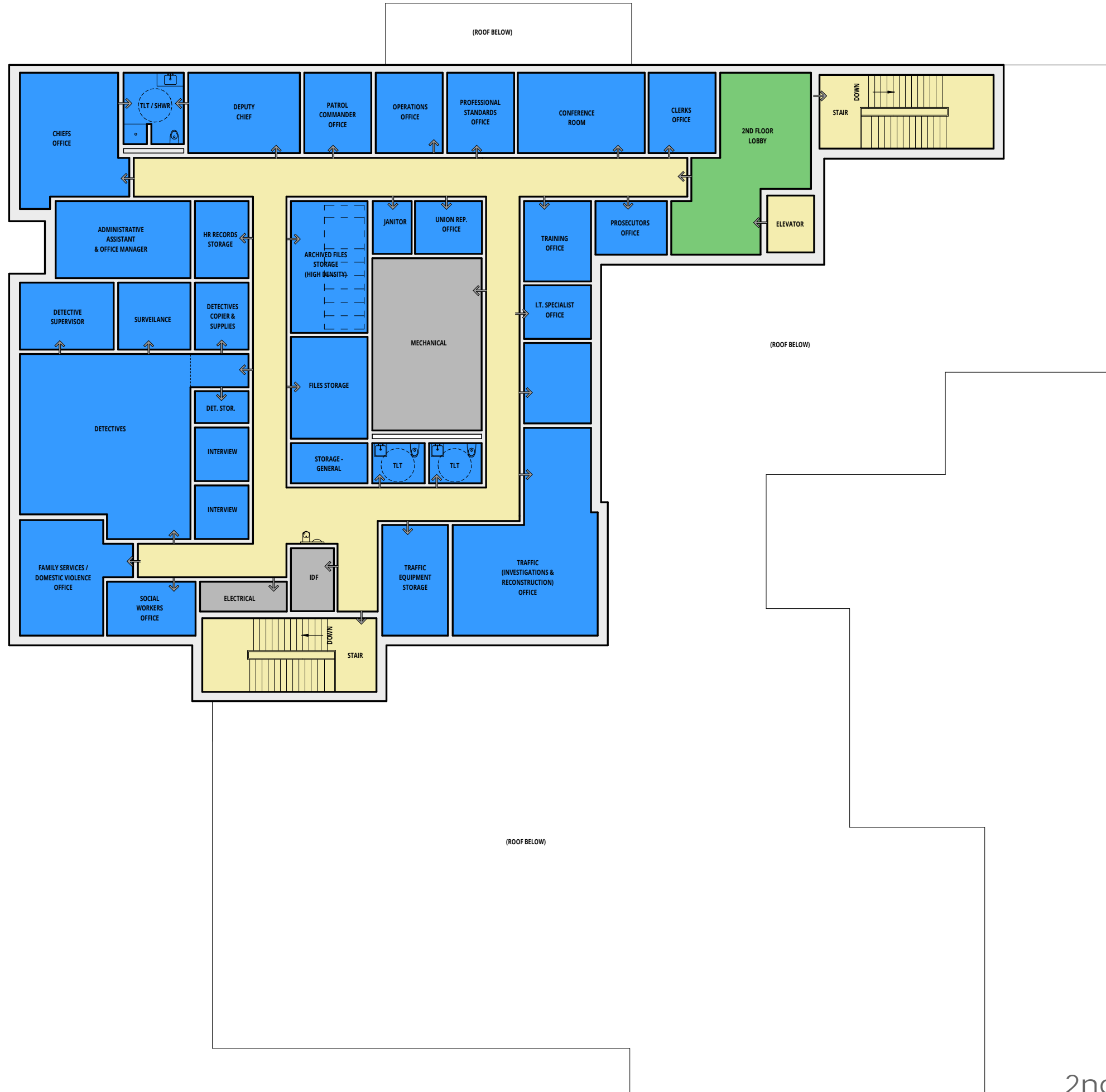




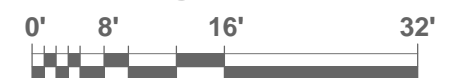
1st Floor Diagram Plan

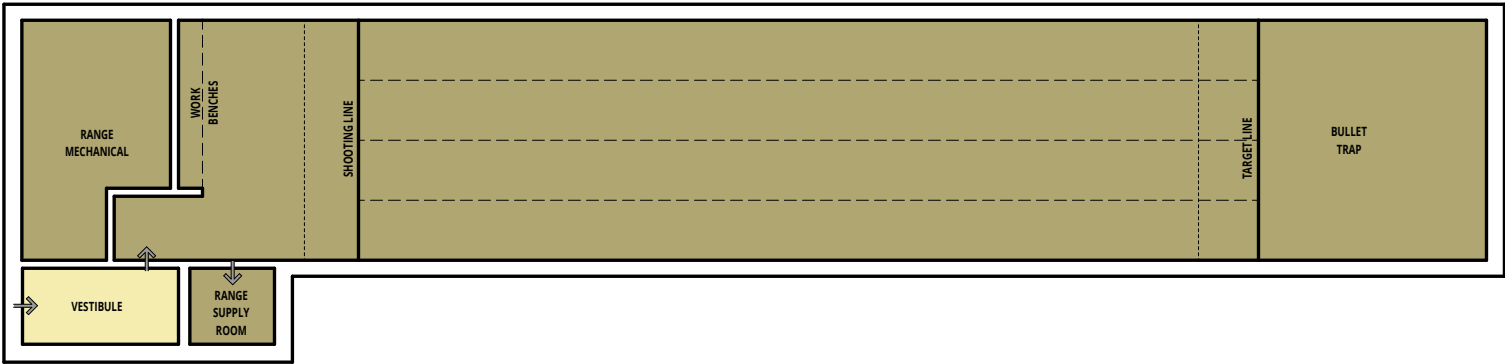




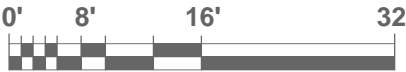


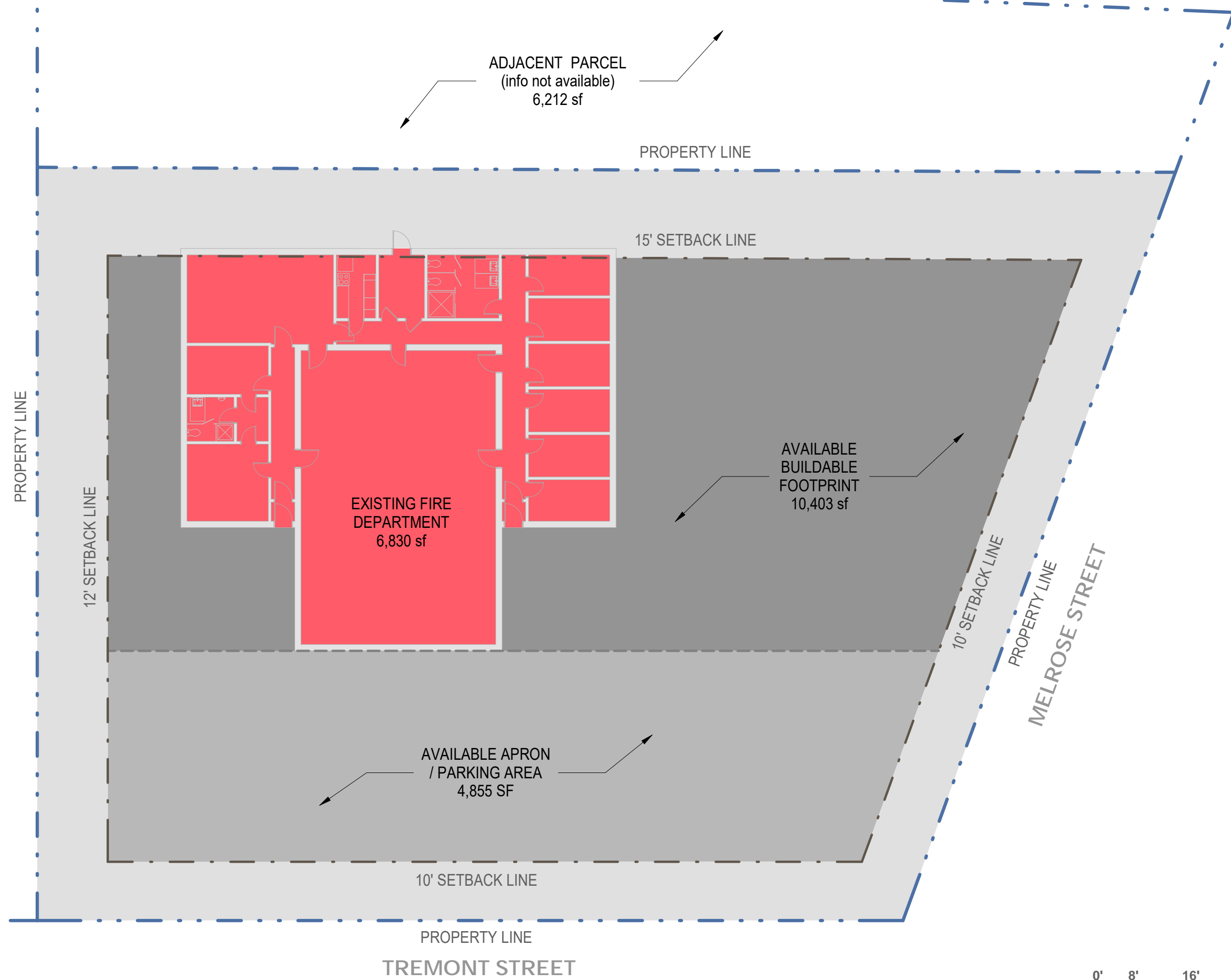
2nd Floor Diagram Plan



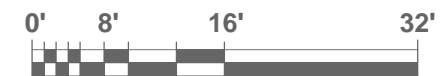


Firing Range Diagram Plan





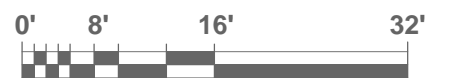
Buildable Area Plan



E2 TREMONT STREET



1st Floor Diagram Plan



E2 TREMONT STREET



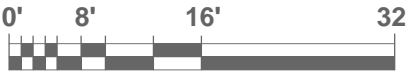
2nd Floor Diagram Plan



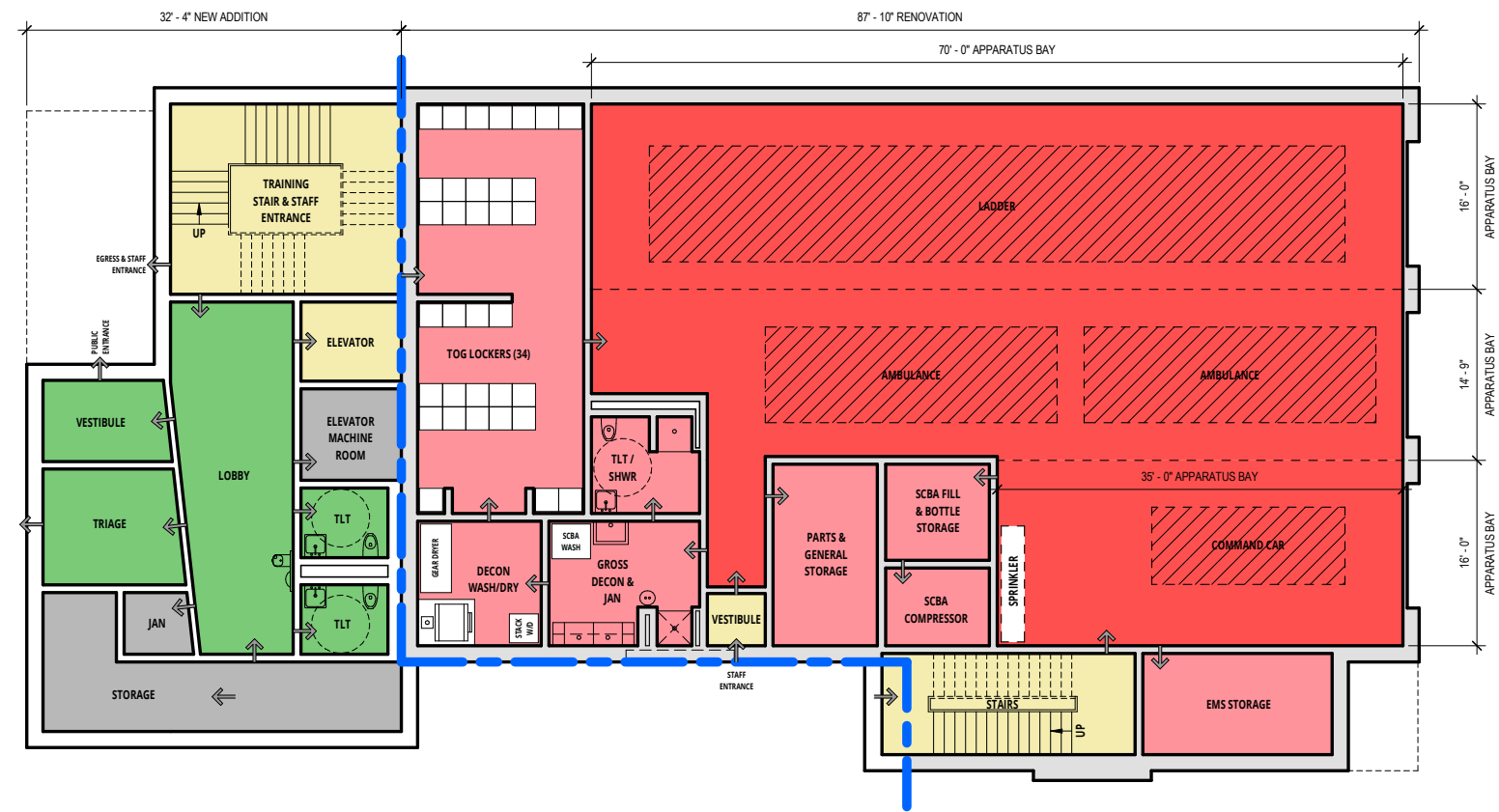
E2 TREMONT STREET



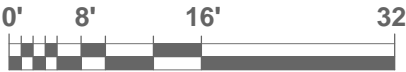
3rd Floor Diagram Plan



E2 TREMONT STREET



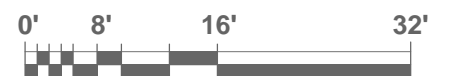
1st Floor Diagram Plan



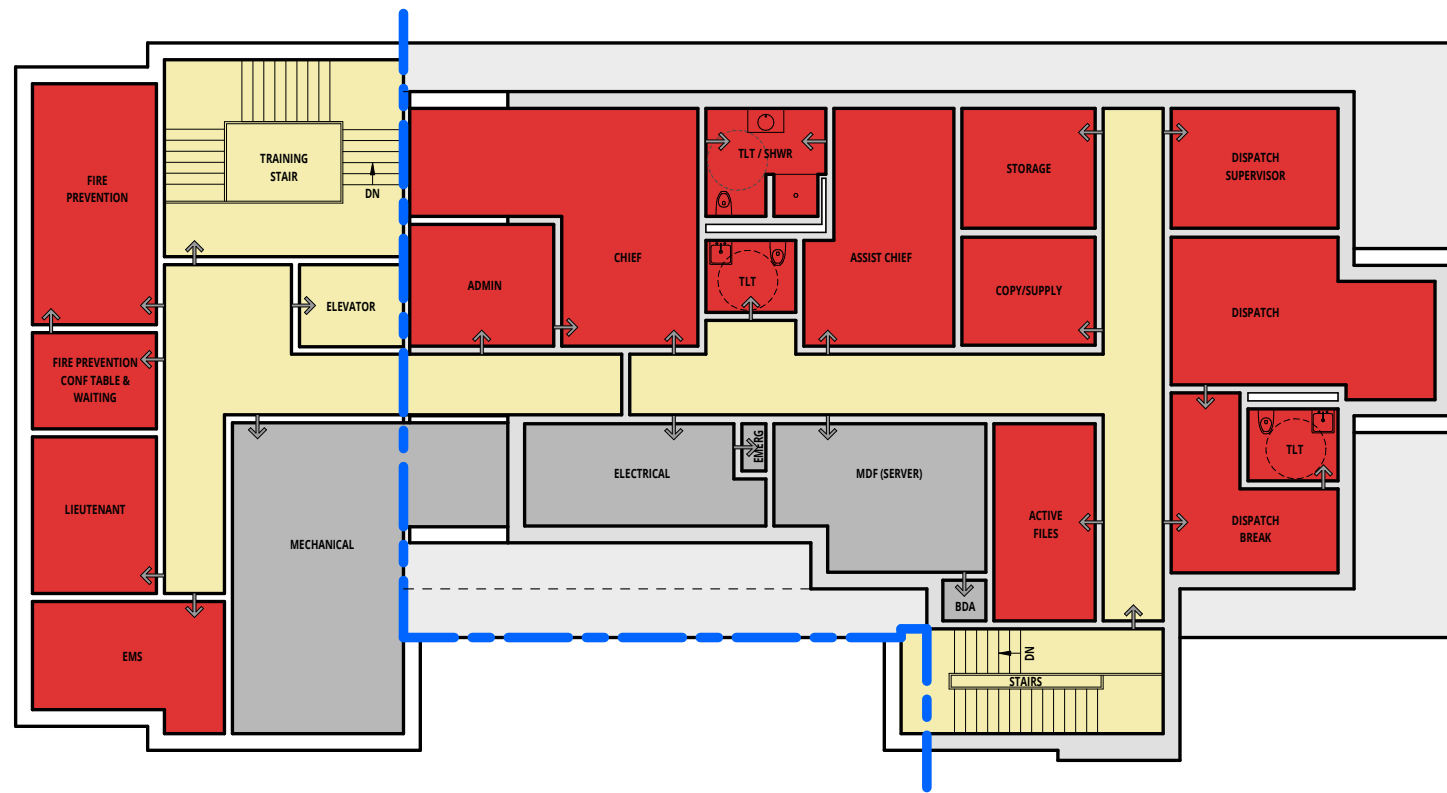
CENTRAL FIRE HQ



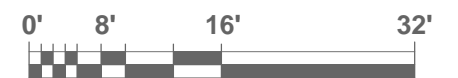
2nd Floor Diagram Plan

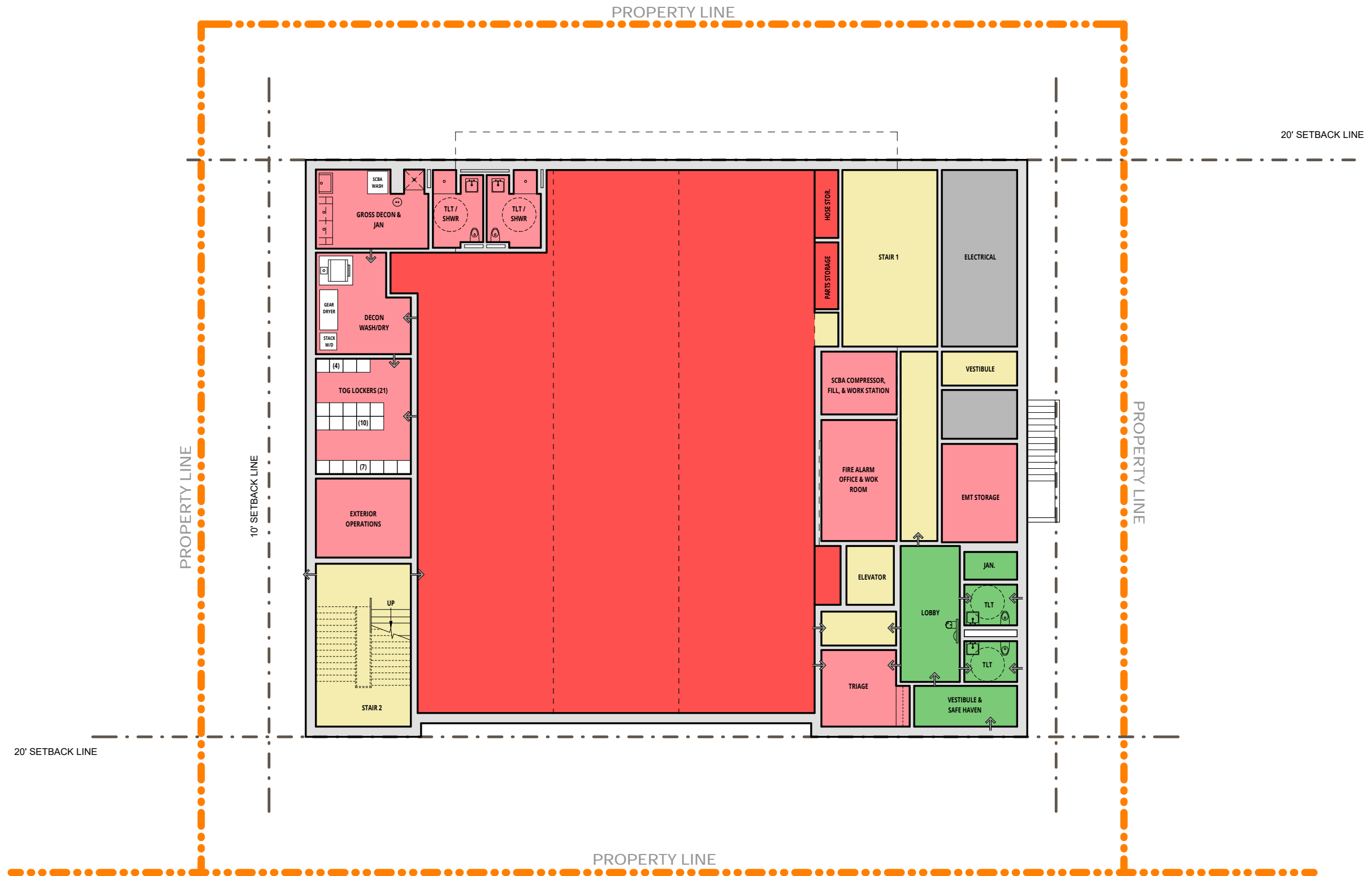






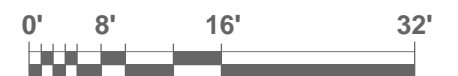
3rd Floor Diagram Plan





EAST FOSTER STREET

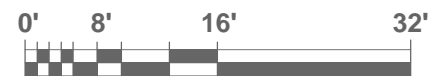
1st Floor Diagram Plan

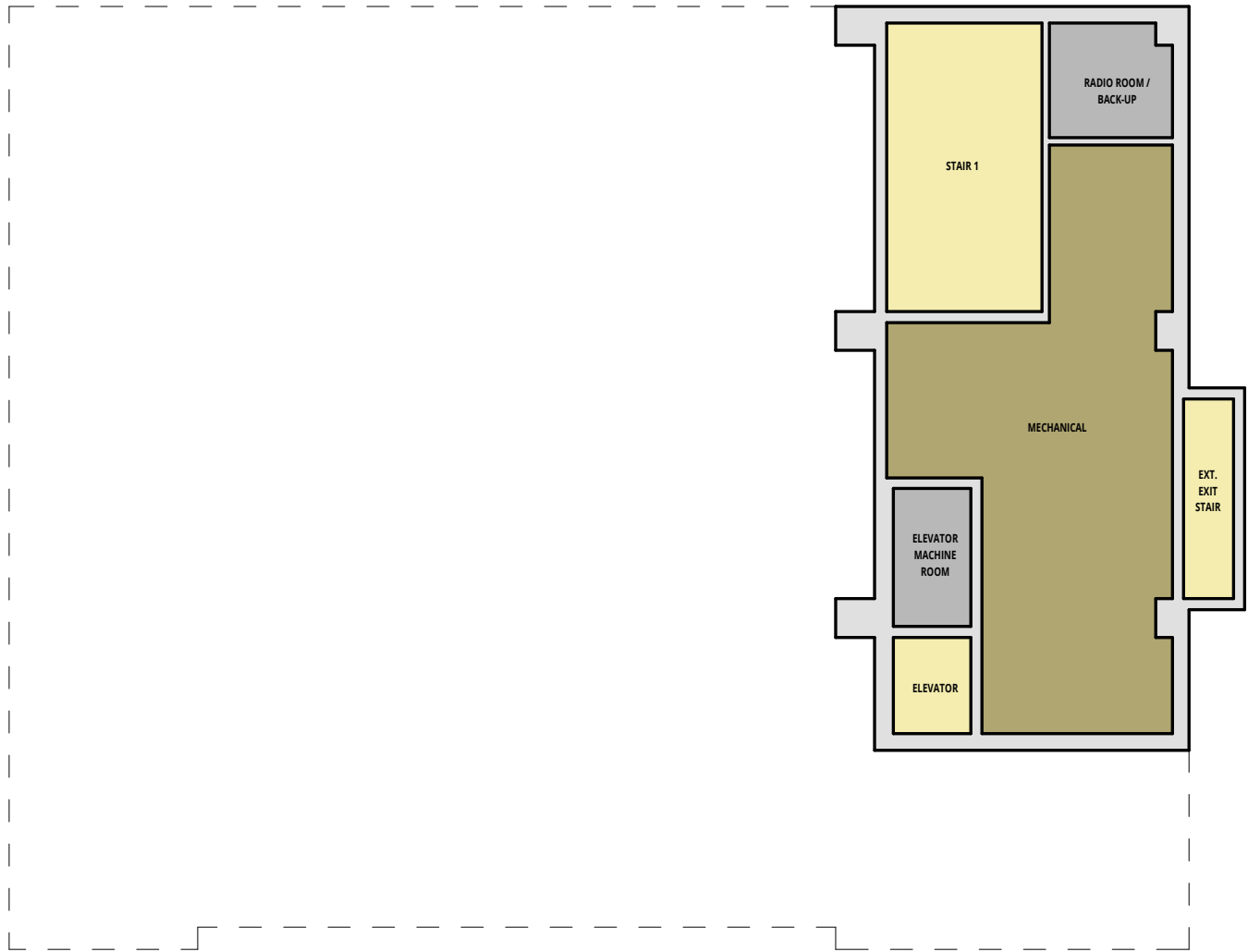


E3 EAST FOSTER STREET



2nd Floor Diagram Plan





Basement Diagram Plan



E3 EAST FOSTER STREET



SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study				8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am				https://melrosepolice.net/					
Police Chief Kevin M. Faller		Existing Location: 56 W Foster St				35 Response(s) Received to Date								February 8, 2023		Application V-4.5			
ROOM or SPACE		Existing Area (sf)	Previous Study	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Security Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
			Calculated Area (sf)		Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
VISITOR AREAS																			
1	Circulation - Vestibule		64	56			1	56	56			Medium			✓		<input type="checkbox"/>	8' of Glass cases in walls, 12" deep min	Pamphlets, TV Monitor, space for Drug Drop-off, Sharps, etc.
2	Circulation - Lobby - Public		250	200			1	200	200			Low			✓		<input type="checkbox"/>		
3	Circulation - Memorabilia			100	1	100								✓		<input type="checkbox"/>			
4	Toilet - Designated Male		64	45	1	45	1	45	45			Low			✓		<input type="checkbox"/>		
5	Toilet - Designated Female		64	45	1	45	2	90	90			Low			✓		<input type="checkbox"/>		
6	<del>Toilet - Family</del>			45										✓					
7	Infrastructure - Janitor Closet		40	25	1	25	1	25	25			Low				✓	<input type="checkbox"/>		
8	Interview - Multi-Use		200	80	3	272	2	160	80	80		Medium			✓		<input type="checkbox"/>		
9	Interview - Dedicated		120	64	2	135	1	64	64			Medium			✓		<input type="checkbox"/>		
10	Public Greeter			64			1	64	64			Low			✓		<input type="checkbox"/>		
10	Office - Permits (License To Carry)		150	150			1	150	150			Medium			✓		<input type="checkbox"/>	Storage including fingerprint	May also be sex offender registration room
	Training / Meeting Area																		
11	Training - Meeting Room - with Tables		1,050	24	36	987	40	1,260	1,260			Low			✓		<input type="checkbox"/>	Training for other departments	1,483 net sf
12	Training - Meeting Room - Chairs only			18	55		70										<input type="checkbox"/>	Tv's with public information	
13	Infrastructure - Audio / Visual Equipment		150	64	1	64	1	64	32	32		Low			✓		<input type="checkbox"/>		
14	Storage - Tables & Chairs			10%	1	0	1	126	126			Low				✓	<input type="checkbox"/>		
15	Storage - Training Materials			64	1	64	1	25	25			Low				✓	<input type="checkbox"/>		
16	Kitchenette		53	40	1	40	1	40	40			Low					<input type="checkbox"/>	In back of training room	
17	<del>Hospitality Room / Kitchen</del>			100	1	100													
18	<del>Storage - General</del>			80												✓			
19	<del>Other</del>																		
VISITOR AREAS TOTALS:			2,205			1,878		2,369	2,257	112							2,257		
ADMINISTRATION																			
20	Conference Room		291	30	31	917	12	360	360			Low	4	120					
21	Copy / Supply Area		60	50			1	50	50			Low							
22	Storage - Supply Closet			25			1	25	25			Low							
23	Toilet - Designated Male		64	45	1	45	1	45	45			Low							
24	Toilet - Designated Female		64	45	1	45	1	45	45			Low							
25	<del>Toilet - Gender Neutral</del>			45															
26	Infrastructure - Janitor Closet			25			1	25	25			Low							
	Dispatch Area																		
27	Dispatch - Supervisor		160	120	1	120	1	120	120			High					<input type="checkbox"/>	Visual connection to Dispatch	719 net sf
28	Dispatch - Stations		500	100	3	291	3	291	291			High	1	100			<input type="checkbox"/>	Building Greeters	
29	Dispatch - Radio Room / Backup		100	100	1	100	1	100	100			High					<input type="checkbox"/>		
30	Dispatch - Breakroom		200	50	1	50	2	100	100			High					<input type="checkbox"/>	Including Lockers, full size fridge/freezer, microwave, coffee, sink, etc.	
31	<del>Dispatch - Toilet - Designated Female</del>			48	1	48											<input type="checkbox"/>		
32	<del>Dispatch - Toilet - Designated Male</del>			48	1	48											<input type="checkbox"/>		
33	Dispatch - Toilet - Gender Neutral		64	48			1	48	48			High					<input type="checkbox"/>		
34	Dispatch - Storage			64			1	25	25			High					<input type="checkbox"/>		
35	Dispatch - Vestibule			35	1	35	1	35	35			High					<input type="checkbox"/>		
36	Office - Chief		250	250	1	250	1	250	250			Medium							
37	Conference Room			30			5	150	150			Low							
38	Tlt/Shwr - Chief			92	1	92	1	92	92			Low							

SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study				8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am				https://melrosepolice.net/					
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			Calculated Area (sf)		Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
39	<del>Office—Assistant Chief</del>			200															
40	Office - Deputy Chief			200			1	200	200			Medium	1	200					
41	Office - Captain			170	0	24													
42	Office - Operations		390	120	0	17	1	120	120			Medium							
43	Office - Patrol Commander		390	120			1	120	120			Medium						Adjacent to Chief's Office	
44	Office - Professional Standards		390	120	3	357	1	120	120			Medium							
45	Office - Sergeant (Patrol)			160	3	480	2	240	240			Medium	1	120			<input type="checkbox"/>	2 Workstations in 1 office on First Floor, near	Roll Call
	Detective Area																		
46	Office - Detective Supervisor		214	120	1	120	1	150	150			Medium						Detective Seargeant	
47	Office - Detective		750	120	3	353	5	600	500	100		Medium	1	100					
48	Office - Detective - Interview			64	1	64	2	128	128			Medium						1 Interogtaion + 1 soft interview	
49	Storage - Detective			64	1	64	1	64	64			Medium							922 net sf
50	Surveillance Storage & Viewing			80	1	80	1	80	80			High						Future Crime Analyst	
51	Copy / Supply Area			50			1	50	50			Low							
52	Office - Administrative Assistant		120	120	1	120	1	120	120			Medium	1	120					
53	<del>Office—Animal Control</del>		120	144															
54	Office - Clerk			120	1	120	1	120	120			Medium							
55	<del>Office—Community Outreach</del>		120	120															
56	Office - Domestic Violence			120	1	120	1	160	160			Medium						2 Workstations near Detectives	
57	Office - Family Services			120			1	80	80			Medium						Near Detectives	
58	<del>Office—Fire Arms</del>			120	1	120													
59	Office - Future		120	120			2	240	240			Medium	2	240					
60	Office - Manager		120	200	1	200	1	200	200			Medium						Adjacent to Chief	
61	<del>Office—OIC (Officer in Charge)</del>		120	120	1	120												Dispatch Supervisor	
62	<del>Office—Parking</del>			120															
63	Office - Prosecutor		140	120	1	120	1	80	80			Medium						Workstation Near Detectives	
64	<del>Office—SRO</del>			120															
65	<del>Office—Public Safety</del>		120	120															
66	<del>Office—Shift Commander</del>			120	1	120												OIC	
67	Office - Social Worker			120	1	120	1	120	120			Medium						Near Domestic Violence	2 Workstations
68	Office - Technology Specialist (I.T.)			160	1	160	1	160	160			Medium	1	160					
69	Office - Traffic		130	120	1	120	4	480	480			Medium	1	120				Seargeant	
70	Storage - Traffic Equipment			80	1	80	2	160	160			Medium							
71	Office - Training			120	1	120	1	120	120			Medium	1	120					
72	Office - Union Representative		160	64	1	64	1	80	80			Medium						2 Workstations	
73	Storage - Active Files		200	80	1	80	1	200	200			Medium							
74	Storage - Archives			200	1	200	1	200	200			Medium						High Density Storage	
75	Storage - HR Records			45	1	45	1	64	64			High							
76	Storage - General		80	80	1	80	1	200	200			Medium							
77	<del>Workroom</del>		60	150															
78	<del>Other</del>																		
ADMINISTRATION TOTALS:			5,497			5,710		6,417	6,317	100				1,400			959		
STAFF SUPPORT / TRAINING																			
79	Circulation - Vestibule - Staff Entry		64	56			1	56	56			Medium					<input type="checkbox"/>		
80	Break Room / Kitchenette		300	30	8	243	8	243	243			Low					<input type="checkbox"/>		

SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study				8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am				https://melrosepolice.net/						
Police Chief Kevin M. Faller		Existing Location: 56 W Foster St				35 Response(s) Received to Date								February 8, 2023		Application V-4.5				
ROOM or SPACE		Existing Area (sf)	Previous Study Calculated Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Security Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
					Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only				
81	Briefing / Roll Call Room		240	18	18	323	18	323	323			Medium					<input type="checkbox"/>	Near Breakroom	Include counter with sink at back	
82	Laundry - Domestic		100	64	1	64	2	128	128			Low						In Male & Female Locker Rooms		
83	Library / Resource / Study			30			5	150	150			Low						Might also function as Memorial Area		
84	Infrastructure - Janitor Closet		40	25	1	25	1	25	25			Low								
85	Lockers - Police - Designated Female		144	21	8	167	8	143	143			High	6	108				30"x24"	Near Gym	
86	Lockers - Police Supervisors - Dsg. Female			21	4	92	4	79	79			High	2	36						
87	Lockers - Police - Designated Male		630	21	40	840	40	720	720			High	6	108						
88	Lockers - Police Supervisors - Dsg. Male			21	12	257	18	324	324			High	4	72						
89	Mailboxes			0.25	46	12	60	15	15			Medium						Adjacent to Roll Call - Open Cubbies		
90	Nursing / Wellness Room			50	1	50	1	50	50			Low								
91	Report Writing			30	6	169	4	120	120			Low					<input type="checkbox"/>	Near Booking & OIC & Roll Call		
92	<del>Squad/Patrol Room</del>		291	18								Medium								
93	<del>Storage—Duty Bags</del>		30	5																
94	Storage - General		80	80			1	80	80	60									AED Storage. Near Roll Call	
95	Storage - Honor Guard		120	64	1	64	1	120	60										Between Male & Female Locker Rooms	
96	Tlt/Shwr - Designated Female		188	92	1	103	2	184	184			Low								
97	Tlt/Shwr - Designated Male		282	92	4	406	4	406	406			Low								
98	Training - Fitness Room		450	80	18	1,438	5	400	400			Low						Lower Level near lockers if possible.	Accessible route for equipment delivery	
99	Training - Mat / Floor			400			1	400	400			Low								
100	Training - Simulator		400	400	1	400														
101	<del>Training—Taser</del>			100																
102	<del>Other</del>																			
	Training - Shooting Range																			
103	Training - Shooting - Firing Line			45	3	143	4	180	180			High					<input type="checkbox"/>		2,815 net sf	
104	Training - Shooting - Firing Lane			375	3	1,189	4	1,500	1,500			High					<input type="checkbox"/>			
105	Training - Shooting - Bullet Stop			90	3	285	4	360	360			High					<input type="checkbox"/>			
106	Training - Shooting - Cleaning			25	1	25	1	25	25			High					<input type="checkbox"/>			
107	Training - Shooting - Mechanical			300	1	300	1	300	300			High					<input type="checkbox"/>			
108	Training - Shooting - Munitions			200	1	200	1	200	200			High					<input type="checkbox"/>			
109	Training - Shooting - Range Control			150	1	150	1	150	150			High					<input type="checkbox"/>			
110	Training - Shooting - Work Bench			25	3	79	4	100	100			High					<input type="checkbox"/>			
STAFF SUPPORT / TRAINING TOTALS:			3,359			7,023		6,781	6,721	60				324			3,557			
OPERATIONS																				
111	Circulation - Vestibule - Egress			35			1	35	35			High					<input type="checkbox"/>			
112	Armory - Storage		200	200	1	200	1	200	200			High					<input type="checkbox"/>	Block Walls, on first floor. Ammunition delivered by pallets		
113	Armory - Cleaning & Munitions			150	1	150	1	150	150			High					<input type="checkbox"/>			
114	<del>Armory—Swatt</del>			100																
	Detention Area																			
114	Detention - Booking / Processing		218	75	1	86	1	86	86			High					<input type="checkbox"/>			
115	Detention - Lockers - Detainees			4	8	31	8	31	31			High					<input type="checkbox"/>			
116	<del>Detention—Lockers—Staff</del>			4													<input type="checkbox"/>			
117	Detention - Shower		48	40			1	40	40			High					<input type="checkbox"/>			
118	Detention - Storage		60	64			1	64	64			High					<input type="checkbox"/>			
119	<del>Detention—Toilet—Gender Neutral</del>		64	48																
120	<del>Detention—Interview—Juvenile</del>		74	74	1	110														



SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study				8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am					https://melrosepolice.net/				
Police Chief Kevin M. Faller		Existing Location: 56 W Foster St				35 Response(s) Received to Date									February 8, 2023		Application V-4.5		
ROOM or SPACE		Existing Area (sf)	Previous Study	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Security Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
			Calculated Area (sf)		Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
121	Detention - Interview - Secure		148	74	2	165	1	74	74			High					<input type="checkbox"/>	Separate blocks	1,018 net sf
122	Detention - Holding - Designated Female		148	74	2	163	2	148	148			High					<input type="checkbox"/>		
123	Detention - Holding - Designated Male		296	74	4	307	4	296	296			High					<input type="checkbox"/>		
124	<del>Detention - Holding - Detox</del>			74															
125	<del>Detention - Holding - Juvenile</del>			74															
126	Detention - Holding - Temporary		48	74	2	135	1	74	74			High					<input type="checkbox"/>		
127	<del>Detention - Monitor / Matron</del>		80	64															
128	Detention - Bail - Officer		74	74			1	74	74			High					<input type="checkbox"/>		
129	Detention - Bail - Waiting			64			1	64	64			High					<input type="checkbox"/>		
130	Detention - Vestibule - Release		64	42			1	42	42			High					<input type="checkbox"/>		
131	Detention - Vestibule - Access Control		25	25			1	25	25			High					<input type="checkbox"/>		
	Evidence Area																	Large & small lockers and refrigerated. Size to accommodate new Sexual Assult kit sizes. Block Walls Eye Wash and Sink and Deluge Shower	1,120 net sf
132	Evidence - Processing		150	80	1	80	1	80	80			High					<input type="checkbox"/>		
133	Evidence - Lockers			6	2	12	5	30	30			High					<input type="checkbox"/>		
134	Evidence - Lab			150	1	150	1	150	150			High					<input type="checkbox"/>		
135	Evidence - Drying			10	1	10	1	10	10			High					<input type="checkbox"/>		
136	Evidence - Storage - General		400	500	1	500	1	500	500			High					<input type="checkbox"/>		
137	Evidence - Storage - Contaminated			25	1	25	1	25	25			High					<input type="checkbox"/>		
138	Evidence - Storage - High Value			64	1	64	1	64	64			High					<input type="checkbox"/>		
139	Evidence - Storage - Long Weapons			25	1	25	1	25	25			High					<input type="checkbox"/>		
140	Evidence - Storage - Refrigerated			36	1	36	1	36	36			High					<input type="checkbox"/>		
141	Evidence - Storage - Sidearms			25	1	25	1	25	25			High					<input type="checkbox"/>		
142	<del>Evidence - Storage - Technology</del>			25													<input type="checkbox"/>		
143	Evidence - Storage - Ventilated			25	1	25	1	25	25			High					<input type="checkbox"/>		
144	Crime Lab			150	1	150	1	150	150			High							
	Garage																	motorcycles, mountain bikes, trailers for speed traps, and also a bay separate for any crime scene processing of vehicles , and Site Maintenance Equipment	974 net sf
145	Storage - ATV			72			1	72	72			Medium					<input type="checkbox"/>		
146	Storage - Bicycle Patrol		60	24			4	96	96			Medium					<input type="checkbox"/>		
147	Storage - General			80			2	160	160			Medium					<input type="checkbox"/>		
148	Storage - K9 Officer			25			2	50	50			Medium					<input type="checkbox"/>		
149	Storage - Kennels		240	65	1		2	130	130			High					<input type="checkbox"/>		
149	Storage - Large Items		64	64			1	64	64			Medium					<input type="checkbox"/>		
150	<del>Storage - Lost &amp; Found</del>		200	64															
151	Storage - Motorcycle			45			2	90	90			High					<input type="checkbox"/>		
152	<del>Storage - Mounted Patrol</del>			25															
153	Storage - Trailer			162			1	162	162			Medium					<input type="checkbox"/>		
154	Infrastructure - Janitor Closet			25			1	25	25			Low					<input type="checkbox"/>		
155	Sally Port		1,080	600	3	1,663	2	1,200	1,200			High					<input type="checkbox"/>		
156	Vehicle Holding/Processing		1,080	600			2	1,200	1,200			High					<input type="checkbox"/>		
157	Storage - Vehicle Supplies		60	80			1	80	80			Medium					<input type="checkbox"/>	First Aid Kits, Windshield Wipers, etc	
158	<del>Other</del>																		
OPERATIONS SUBTOTALS:			4,881			4,111		5,852	5,852								5,667		
INFRASTRUCTURE																			
159	Circulation - Elevator		240	58	2	116	2	116	116			Medium					<input type="checkbox"/>		
160	Circulation - Stairs (sf/floor)		600	250	2	500	2	500	500			Medium					<input type="checkbox"/>		

SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study					8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am					https://melrosepolice.net/			
Police Chief Kevin M. Faller		Existing Location: 56 W Foster St				35 Response(s) Received to Date					7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am					February 8, 2023		Application V-4.5	
ROOM or SPACE		Existing Area (sf)	Previous Study	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Security Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
			Calculated Area (sf)		Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
161	Circulation - Stairs (sf/floor)		600	250	2	500	2	500	500			Medium					<input type="checkbox"/>		
162	Infrastructure - Comms Closet (IDF)			25	1	25	1	25	25			High							
163	Infrastructure - E911			36	1	36	1	36	36			High							
164	Infrastructure - Electrical Closet			25	1	25	1	25	25			High							
165	Infrastructure - Electrical Room		150	150	1	150	1	150	150			High					<input type="checkbox"/>		
166	Infrastructure - Electrical - Emergency			25	1	25	1	25	25			High					<input type="checkbox"/>		
167	Infrastructure - Elevator Machine Room		80	58	1	58	1	58	58			Medium					<input type="checkbox"/>		
168	Infrastructure - Maintenance - Shop			100			1	100	100			Low							
169	Infrastructure - Maintenance - Storage			64															
170	Infrastructure - Server (MDF)		300	200	1	200	1	200	200			High							
171	Infrastructure - Mechanical		500	500	1	500	1	500	500			Medium							
172	Infrastructure - Recycling			25	1	25	1	25	25			Low							
173	Infrastructure - Trash			50	1	50	1	50	50			Low							
174	Infrastructure - Water Entry / Sprinkler		100	100	1	100	1	100	100			Medium					<input type="checkbox"/>		
175	Storage—Grounds Equipment			144	1	144											<input type="checkbox"/>		
176	Other																		
INFRASTRUCTURE SUBTOTALS:			2,570			2,454		2,410	2,410								891		
SUBTOTALS (Including Shared Spaces):			18,512			21,176		23,829	23,557	272				1,724			13,332		
GROSSING FACTOR																			
Circulation & Infrastructure Increase			30.00%			30.00%		30.00%	30.00%	30.00%	30.00%			30.00%			30.00%		
GROSSING FACTOR TOTALS:			5,554			6,353		7,149	7,067	82				517			3,999		
GRAND TOTAL:		7,144	24,066			27,529		30,978	30,624	354			7.32%	2,241			17,331		

SPACE NEEDS ANALYSIS					Melrose Fire Station HQ				Current Phase: (FS) Feasibility Study					Staff Shifts: 4 groups working 42 hours average working 2 - 24 hour shifts rotating on an 8 day weekly cycle					https://www.cityofmelrose.org/fire					
Chief Ed Collina					576 Main St				13 Response(s) Received to Date										February 17, 2023		Application V-4.4			
ROOM or SPACE					Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Move to:		Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
							Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Station #2	Station #3	Staff or Spaces	Area (sf)	Public	Staff Only				
VISITOR AREAS																								
1	Circulation - Vestibule - Public					56			1	56	56			Low					✓		<input type="checkbox"/>			
2	Circulation - Lobby - Public					200			1	200	150	50		Low					✓		<input type="checkbox"/>			
3	Circulation - Memorabilia					100	1	100	1	100				Low		100			✓		<input type="checkbox"/>	Display Cases and Wall hung items		
4	Toilet - Designated Male					45	1	45	1	45	45								✓		<input type="checkbox"/>			
5	Toilet - Designated Female					45	1	45	1	45	45								✓		<input type="checkbox"/>			
6	Infrastructure - Janitor Closet					25			1	25		25									<input type="checkbox"/>			
7	Training - Meeting Room - with Tables					24	42	944	50	1,408						1,408								
8	Training - Meeting Room - Chairs only					18	59		75															
9	Infrastructure - Audio / Visual Equipment					64	1	64	1	64						64								
10	Training - Meeting Break-Out & Storage					15.00%	1	142	1	211						211								
11	Storage - Training Materials					64			1	64						64								
12	Kitchenette					40			1	40						40								
13	Hospitality Room / Kitchen					100																		
14	Office—Permits					80																		
15	Triage					130	1	130	1	130	100	30	Low					✓		<input type="checkbox"/>	Also Nursing/Wellness Room			
16	Other																							
VISITOR AREAS TOTALS:								1,470		2,388	396	105			1,787	100					396			
ADMINISTRATION																								
17	Conference Room					30	27	810	18	540		540		Low										
18	Toilet - Designated Male					45	1	45	1	45		45												
19	Toilet - Designated Female					45	1	45	1	45		45												
20	Toilet - Gender Neutral					45			1	45	45													
21	Break Room—Staff					30																		
22	Office - Administrative Assistant				360	120	1	120	1	120	120			Low			1	120				Adjacent to Chief's office (future Fire Prevent)	Include work table	
23	Office—Manager					200																		
24	Office - Chief				259	250	1	250	1	250	250			Low								Not directly off of corridor		
25	Toilet - Gender Neutral					45	1	45	1	45	45			Low								Shared with Chief/Assistant Chief)		
26	Conference Table					18			5	90	90			Low								Shared with Chief/Assistant Chief)		
27	Office - Assistant Chief					200	1	200	1	200	200			Low			1	200						
28	Office—Deputy Chief					200																		
29	Office—Driver / Engineer					120																		
30	Office - Captain					170	2	340	1	170	120	50	Low											
31	Office - Lieutenant					170	2	340	1	170	120	50	Low											
32	Office—Shift Commander					120	1	120														Captain		
33	Office - EMS					120	1	120	1	120	120		Low			1	120					3rd floor if needed		
34	Office—Emergency Management (EMD)					120																		
35	Office - Fire Alarm					120	1	120	1	120						120								
36	Office—Fire Investigator					120																		
37	Office - Fire Prevention					350	1	350	2	450	200	250	Low				1	100				Also Fire Investigator. 2 Work Stations	3rd Floor if needed	
38	Storage - Closet					10	1	10	1	25	25		Low											
39	Conference Table					18			5	90	90		Low											
40	Office - Administrative Assistant					120			1	120	120		Low				1	120						
41	Office—ALS / Clinical Coordinator					120																		
42	Office—OIC (Officer in Charge)					120																Shift Captain		
43	Office—Operations					120																		
44	Office—Paramedic / Ambulance					120																		
45	Office—Technology Specialist (I.T.)					160																		
46	Workroom					64			1	64					64							Station 2		
47	Copy / Supply Area					50	1	50	1	50	50		Low											

SPACE NEEDS ANALYSIS					Melrose Fire Station HQ					Current Phase: (FS) Feasibility Study					Staff Shifts: 4 groups working 42 hours average working 2 - 24 hour shifts rotating on an 8 day weekly cycle					https://www.cityofmelrose.org/fire				
Chief Ed Collina					576 Main St					13 Response(s) Received to Date										February 17, 2023		Application V-4.4		
ROOM or SPACE					Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Move to:		Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
							Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Station #2	Station #3	Staff or Spaces	Area (sf)	Public	Staff Only				
48	Storage - Closet					10			1	10	10			Low							Combined Space	518 net sf		
49	Storage - Active Files					80	1	80	1	80	80			Low										
50	Storage - Archives					200	1	200	1	200	150	50		Low										
51	Storage - Concessions					25	1	25	1	25	10	15		Low										
52	Storage - General					80			1	80	64	16		Low										
53	Dispatch - Supervisor					120	1	120	1	120	100	20		Low										
54	Dispatch - Stations					100	2	200	2	200	200			Low										
55	Dispatch - Radio Room / Backup					100			1	100	80	20		Low										
56	Dispatch - Breakroom					50	1	50	2	100	80	20		Low										
57	<del>Dispatch - Toilet - Designated Female</del>					48	1	48																
58	<del>Dispatch - Toilet - Designated Male</del>					48	1	48																
59	Dispatch - Toilet - Gender Neutral					48			1	48	48			Low										
60	Storage - Closet					10	1	10	1	10	10			Low										
61	Dispatch - Vestibule					35	1	35	1	35		35												
62	<del>Other</del>																							
ADMINISTRATION TOTALS:					619			3,781		3,767	2,427	1,156			64	120		660						
STAFF SUPPORT/LIVING/TRAINING																								
63	Circulation - Vestibule - Staff Entry					56			1	56	56			Medium					✓	☐				
64	Mailboxes					0.25			50	13		13												
65	Report Writing					30	5	150	3	90	90			Low					✓					
66	Library / Resource / Study					30	5	150	3	90	90								✓					
67	Tlt/Shwr - Designated Female				155	92	2	184	1	92	92			Low					✓					
68	Tlt/Shwr - Designated Male					92	2	184	1	92	92			Low					✓					
69	Tlt/Shwr - Gender Neutral					92			1	92	92			Low										
70	Laundry - Domestic					64	1	64	1	64	64			Low					✓					
71	Infrastructure - Janitor Closet					25			1	25	25			Low					✓					
72	Lockers - Personal - Gender Neutral				156	14	30	420	28	392	392			Low			3	42		✓		24"x24"	Lockers in Corridors	
73	<del>Nursing / Wellness Room</del>					50	1	50											✓			In Triage		
74	Training - Fitness Room				576	80	7	560	7	560	560			Low					✓					
75	<del>Training - Mat / Floor</del>				1,704	400																		
76	<del>Tlt/Shwr - Gender Neutral</del>				61	92																		
77	<del>Sauna</del>				47																			
78	Day Room				374	50		500		800	800			Low										
79	Dining				469	30	10	300	16	480	480			Low										
80	Kitchen				60	30		300		480	480			Low										
81	Sleeping Room - Officer				364	170	3	510	2	340	190	150		Low						✓				
82	Sleeping Room - Single				102	92	7	644	7	644	644			Low						✓				
83	<del>Sleeping Room - Double</del>					170	1	170																
84	<del>Sleeping Room - Dorm Style</del>				727	50																		
85	Storage - General				296	80			1	80	64	16		Low						✓				
86	<del>Other (MGA)</del>				91																			
87	<del>Other</del>																							
STAFF SUPPORT/LIVING/TRAINING TOTALS:					5,182			4,186		4,300	4,121	179						42			56			
OPERATIONS																								
88	Circulation - Vestibule - Negative Pressue								1										✓	☐				
89	<del>Patrol Desk / Watch Room / Operations</del>				134	120	1	120											✓	☐				
90	Lockers - Fire TOG - Gender Neutral					13	40	520	34	612	612			High						✓	☐	30"x24"		
91	Apparatus - Center Bays				2,650	1,440	2	2,880	1	883	883			High					✓		☐	18' x 80' Apparatus Bays	Verify if existing sf includes existing EMS room	
92	Apparatus - End Bays					1,600	2	3,200	2	1,767	1,767			High					✓		☐	20' x 80' Apparatus Bays		
93	<del>Apparatus - Maintenance Bay</del>					1,440																Off-Site		

SPACE NEEDS ANALYSIS					Melrose Fire Station HQ				Current Phase: (FS) Feasibility Study					Staff Shifts: 4 groups working 42 hours average working 2 - 24 hour shifts rotating on an 8 day weekly cycle					https://www.cityofmelrose.org/fire					
Chief Ed Collina					576 Main St				13 Response(s) Received to Date										February 17, 2023		Application V-4.4			
ROOM or SPACE					Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Move to:		Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
							Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Station #2	Station #3	Staff or Spaces	Area (sf)	Public	Staff Only				
94	Decon - Gross					150	1	150	1	150	150			High					✓	<input type="checkbox"/>				
95	Decon - Laundry - Domestic					80	1	80	1	80	280			High					✓	<input type="checkbox"/>				
96	Decon - Laundry - TOG					200	1	200	1	200				High					✓	<input type="checkbox"/>				
97	Decon - Tlt/Shwr - Designated Female					72	1	72	1	72	72			High					✓	<input type="checkbox"/>				
98	Decon - Tlt/Shwr - Designated Male					72	1	72	1	72	72			High					✓	<input type="checkbox"/>				
99	<del>Decon - Tlt/Shwr - Gender Neutral</del>				41	72																		
100	Decon - SCBA Gear				1,068	64	1	64	1	64	64			High					✓	<input type="checkbox"/>	Small counter for minor repairs			
101	SCBA Fill					100	1	100	1	80	80			High					✓	<input type="checkbox"/>	2 bottle size			
102	SCBA Bottles					4	1	4	10	42	42			High					✓	<input type="checkbox"/>				
103	SCBA Compressor					50	1	50	1	50	50			High					✓	<input type="checkbox"/>				
104	<del>SCBA Repair</del>					100	1	100	1	100					100				✓	<input type="checkbox"/>				
105	<del>Workshop - Mechanic</del>					6													✓	<input type="checkbox"/>				
106	<del>Workshop - Equipment</del>					200																		
107	Storage - Pallet Storage					144			1	144	80	64		High					✓	<input type="checkbox"/>				
108	Storage - Fuel Containers					25			1	25	10	15		High					✓	<input type="checkbox"/>				
109	<del>Storage - Operations</del>					80																		
110	<del>Storage - Hardous Materials</del>					45	1	45																
111	<del>Storage - Hose Racks</del>					25	3	75																
112	Storage - EMS / Medical				310	64	1	64	1	160	80			High	80				✓	<input type="checkbox"/>	Ice Maker			
113	Storage - Parts					80	1	200	1	100	80	20		High					✓	<input type="checkbox"/>	Tall Shelving. Tire Storage (4) for apparatus			
114	<del>Storage - PPE</del>					80																		
115	<del>Storage - Tools</del>				234	120			1	64					64				✓	<input type="checkbox"/>				
116	<del>Hose Tower</del>				75																			
117	Training - Mezzanine					300	1	300																
118	Infrastructure - Janitor Closet					25	1	25	1	25	25			High					✓	<input type="checkbox"/>				
119	<del>Other</del>																							
OPERATIONS TOTALS:					4,512			8,321		4,690	4,347	99			244						4,347			
INFRASTRUCTURE																								
120	Circulation - Elevator				293	58			3	174	174			Low					✓		<input type="checkbox"/>	1 Elevator x 3 Levels		
121	Circulation - Stairs (sf/floor)					250			3	750	750			Medium					✓		<input type="checkbox"/>			
122	Circulation - Stairs - Training (sf/floor)					350			3	1,050	1,050			Medium					✓		<input type="checkbox"/>			
123	Circulation - Fire Slide Chute					36	2	72	2	72		72												
124	<del>Circulation - Pole Closet</del>				22	45	2	90																
125	Infrastructure - BDA					25			1	25	25			Low						✓				
126	Infrastructure - Comms Closet (IDF)					25			1	25	25			Low						✓				
127	Infrastructure - Electrical Closet					25			1	25	25			Low						✓	<input type="checkbox"/>			
128	Infrastructure - Electrical Room					150			1	150	150			Low						✓	<input type="checkbox"/>	Training Opportunity		
129	Infrastructure - Electrical - Emergency					25			1	25	25			Low						✓	<input type="checkbox"/>			
130	Infrastructure - Elevator Machine Room					58			1	58	58			Low						✓	<input type="checkbox"/>			
131	Infrastructure - Mechanical					500			1	500	500			Low						✓				
132	Infrastructure - Recycling					40			1	40	40			Low						✓				
133	Infrastructure - Server (MDF)				75	200			1	200	150	50		Low						✓				
134	Infrastructure - Trash					50			1	50	50			Low						✓				
135	Infrastructure - Water Entry / Sprinkler					100			1	100	100			High						✓	<input type="checkbox"/>	Training Opportunity		
136	Storage - Grounds Equipment					144														✓	<input type="checkbox"/>			
137	<del>Other</del>																							
INFRASTRUCTURE TOTALS:					390			162		3,244	3,122	122										1,016		
SUB TOTALS:					10,703			17,920		18,388	14,413	1,661			2,095	220		702				5,815		
GROSSING FACTOR																								

SPACE NEEDS ANALYSIS		Melrose Fire Station HQ			Current Phase: (FS) Feasibility Study					Staff Shifts: 4 groups working 42 hours average working 2 - 24 hour shifts rotating on an 8 day weekly cycle					https://www.cityofmelrose.org/fire				
Chief Ed Collina		576 Main St			13 Response(s) Received to Date										February 17, 2023		Application V-4.4		
ROOM or SPACE	Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Move to:		Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
			Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Station #2	Station #3	Staff or Spaces	Area (sf)	Public	Staff Only			
Circulation & Infrastructure Increase	30%			30.00%		30.00%	30%	498			629	66		30%			30%		
GROSSING FACTOR TOTALS:	3,200			5,376		5,516	4,324						211				1,744		
TOTALS:	13,903			23,296		23,905	18,736	2,159			2,724	286	4.87%	913			7,559		
	estimated						134.76%	Increase over existing					future (%)	future (sf)			Not Shared		

SPACE NEEDS ANALYSIS					Melrose Fire Station 2				Current Phase: (FS) Feasibility Study					Staff Shifts: four groups each working a 24 hour shift rotating.				https://www.cityofmelrose.org/fire			
Chief Ed Collina					206 Tremont				5 Response(s) Received to Date									February 17, 2023		Application V-4.4	
ROOM or SPACE					Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
							Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
VISITOR AREAS																					
1	Circulation - Vestibule - Public		56						1	56	56			Low			✓		<input type="checkbox"/>		
2	Circulation - Lobby - Public		200						1	200	200			Low			✓		<input type="checkbox"/>		
3	Circulation - Memorabilia		100	1	100												✓		<input type="checkbox"/>	At Station 3	
4	Toilet - Designated Male		45	1	45				1	45	45			Low			✓		<input type="checkbox"/>		
5	Toilet - Designated Female		45	1	45				2	90	90			Low			✓		<input type="checkbox"/>		
6	Infrastructure - Janitor Closet		25						1	25	25			Low				✓	<input type="checkbox"/>		
7	Training - Meeting Room - with Tables		24	22	624				50	1,408	1,408			Low			✓		<input type="checkbox"/>		
8	Training - Meeting Room - Chairs only		18	39					75					Low					<input type="checkbox"/>		
9	Infrastructure - Audio / Visual Equipment		64	1	64				1	64	64			Low				✓	<input type="checkbox"/>		
10	Training - Meeting Break-Out & Storage		15.00%	1	94				1	211	211			Low			✓		<input type="checkbox"/>		
11	Storage - Training Materials		64						1	64	64			Low				✓	<input type="checkbox"/>		
12	Kitchenette		40	1	40				1	40	40			Low			✓		<input type="checkbox"/>		
13	Hospitality Room / Kitchen		100																		
14	Office - Permits		80																		
15	Triage		130	1	130				1	130	130			Low			✓		<input type="checkbox"/>	Also nursing mother's room	
16	Other																				
VISITOR AREAS TOTALS:								1,142		2,333	2,333								2,333		
ADMINISTRATION																					
17	Conference Room		30	16	480																
18	Toilet - Designated Male		45	1	45																
19	Toilet - Designated Female		45	1	45																
20	Toilet - Gender Neutral		45						1	45	45			Low							
21	Break Room - Staff		30																		
22	Office - Administrative Assistant		120																		
23	Office - Manager		200																		
24	Office - Chief		250	1	250																
25	Fit/Shwr - Chief		92	1	92																
26	Conference Table		18																		
27	Office - Assistant Chief		200	1	200				1	200		200			1					At HQ	
28	Office - Deputy Chief		200																		
29	Office - Driver / Engineer		120																		
30	Office - Captain		170	1	170																
31	Office - Officer		170	1	170				1	170	170			Low						2 Officers, between Officer's dorms	
32	Office - Shift Commander		120																		
33	Office - EMS		120	1	120				1	120		120								At HQ	
34	Office - Emergency Management (EMD)		120																		
35	Office - Fire Alarm		120																	At Station 3	
36	Office - Fire Investigator		120																		
37	Office - Fire Prevention		350						2	450		450								If not at HQ	
38	Storage - Fire Prevention		64						1	64		64									
39	Office - ALS / Clinical Coordinator		120																		
40	Office - OIC (Officer in Charge)		120	1	120																
41	Office - Operations		120																		
42	Office - Paramedic / Ambulance		120																		



SPACE NEEDS ANALYSIS				Melrose Fire Station 2				Current Phase: (FS) Feasibility Study				Staff Shifts: four groups each working a 24 hour shift rotating.				https://www.cityofmelrose.org/fire			
Chief Ed Collina				206 Tremont				5 Response(s) Received to Date								February 17, 2023		Application V-4.4	
ROOM or SPACE		Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only				
43	Office—Technology Specialist (I.T.)		160																
44	Workroom		80			1	80	80			Low						For 3 people		
45	Copy / Supply Area		50	1	50	1	50	50			Low								
46	Storage - Supply Closet		50			1	50	50			Low								
47	Storage—Active Files		80	1	80														
48	Storage - Archives		200	1	200	1	200	200			Low						Depending on which station it fits in		
49	Storage - Concessions		25	1	25	1	25	25			Low								
50	Storage - General		80			1	80	80			Low								
51	Dispatch—Supervisor		120	1	120	1	120		120										
52	Dispatch—Stations		100	1	100														
53	Dispatch - Radio Room / Backup		100			1	100	100			Low								
54	Dispatch—Breakroom		50	1	50														
55	Dispatch—Toilet—Designated Female		48	1	48												100 net sf		
56	Dispatch—Toilet—Designated Male		48	1	48														
57	Dispatch—Toilet—Gender Neutral		48																
58	Dispatch—Storage		64	1	64														
59	Dispatch—Vestibule		35	1	35														
60	Other																		
ADMINISTRATION TOTALS:					2,512		1,754	800	954										
STAFF SUPPORT/LIVING/TRAINING																			
61	Circulation - Vestibule - Staff Entry		56			1	56	56			Medium				✓	☐			
62	Mailboxes		0.25	20	5	20	5	5			Low								
63	Report Writing		30	3	90	3		90			Low				✓				
64	Library / Resource / Study		30	3	90	3					Low				✓				
65	Tlt/Shwr - Designated Female		92	1	92	1	92	92			Low				✓				
66	Tlt/Shwr - Designated Male		92	1	92	2	184	184			Low				✓				
67	Tlt/Shwr - Gender Neutral		92			1	92	92			Low								
68	Laundry - Domestic		64	1	64	1	64	64			Low				✓				
69	Infrastructure - Janitor Closet		25			1	25	25			Low				✓				
70	Lockers - Personal - Gender Neutral		14	19	266	24	336	336			Low				✓		24"x24"	Lockers in Corridors	
71	Nursing / Wellness Room		50	1	50										✓				
72	Training - Fitness Room		80	5	400	7	560	560			Low				✓				
73	Training—Mat / Floor		400																
74	Tlt/Shwr—Gender Neutral		92																
75	Day Room		50	6	300		650	650			Low								
76	Dining		30	6	180	13	390	390			Low								
77	Kitchen		30	6	180		390	390			Low								
78	Sleeping Room - Officer		170	1	170	2	340	340			Low				✓				
79	Sleeping Room - Single		92	5	460	10	920	920			Low				✓				
80	Sleeping Room—Double		170												✓				
81	Sleeping Room—Single + Murphy		135																
82	Storage - General		80			1	80	80			Low				✓				
83	Other																		
STAFF SUPPORT/LIVING/TRAINING TOTALS:					2,439		4,274	4,274								56			
OPERATIONS																			



SPACE NEEDS ANALYSIS		Melrose Fire Station 2				Current Phase: (FS) Feasibility Study				Staff Shifts: four groups each working a 24 hour shift rotating.				https://www.cityofmelrose.org/fire				
Chief Ed Collina		206 Tremont				5 Response(s) Received to Date								February 17, 2023		Application V-4.4		
ROOM or SPACE		Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
84	Circulation - Vestibule - Negative Pressure		56			1	56	56			High				✓	<input type="checkbox"/>		
85	<del>Patrol Desk / Watch Room / Operations</del>		120												✓	<input type="checkbox"/>		
86	Lockers - Fire TOG - Gender Neutral		15	20	300	32	576	576			High				✓	<input type="checkbox"/>	30"x24"	
87	Apparatus - Center Bays		1,440	2	2,880	2	2,880	2,880			High			✓		<input type="checkbox"/>	18' x 80' Apparatus Bays	6,080 net sf
88	Apparatus - End Bays		1,600	2	3,200	2	3,200	3,200			High			✓		<input type="checkbox"/>	20' x 80' Apparatus Bays	
89	Apparatus - Maintenance Bay		1,440	1	1,440	1	1,440	1,440			High				✓	<input type="checkbox"/>	On-Site Maintenance Bay Maintenance Pit	80' Long to accommodate ladder
90	Decon - Gross		150	1	150	1	150	150			High				✓	<input type="checkbox"/>		
91	Decon - Laundry - Domestic		80	1	80	1	80	280			High				✓	<input type="checkbox"/>		
92	Decon - Laundry - TOG		200	1	200	1	200								✓	<input type="checkbox"/>	1 Extractor (3 sets of gear) and 1 Dryer	
93	Decon - Tlt/Shwr - Designated Female		72	1	72	1	72	72			High				✓	<input type="checkbox"/>		
94	Decon - Tlt/Shwr - Designated Male		72	1	72	1	72	72			High				✓	<input type="checkbox"/>		
95	<del>Decon - Tlt/Shwr - Gender Neutral</del>		72															
96	Decon - SCBA Gear		64	1	64	1	64	64			High				✓	<input type="checkbox"/>		
97	SCBA Fill		100	1	100	1	100	100			High				✓	<input type="checkbox"/>	3 bottle size	
98	SCBA Bottles		4	1	4	20	83	83			High				✓	<input type="checkbox"/>		
99	SCBA Compressor		50	1	50	1	50	50			High				✓	<input type="checkbox"/>		
100	SCBA Repair		100	1	100	1	100	100			High				✓	<input type="checkbox"/>		
101	Workshop		200			1	200	200			High				✓	<input type="checkbox"/>		
102	Workshop - Equipment		200			1	200	200			High							
103	Storage - Exterior Operations		144			1	144	144			High				✓	<input type="checkbox"/>	Small overhead door	
104	Storage - Fuel Containers		25			1	25	25			High				✓	<input type="checkbox"/>		
105	<del>Storage - Operations</del>		80															
106	<del>Storage - Hazardous Materials</del>		45	1	45										✓	<input type="checkbox"/>		
107	Storage - Hose Racks		25	2	50	2	50	50			High				✓	<input type="checkbox"/>	300' of 4", 150' of 2-1/5", 150' of 1-3/4"	
108	Storage - EMS / Medical		64			1	80	80			High				✓	<input type="checkbox"/>		
109	Storage - Parts		80	1	80	1	80	80			High				✓	<input type="checkbox"/>		
110	<del>Storage - PPE</del>		80												✓	<input type="checkbox"/>	In EMS Storage	
111	Storage - Tools		120			1	64	64			High							
112	<del>Hose Tower</del>																	
113	Training - Mezzanine		300	1	300	1	300	300			High						300 sf max if no elevator access	Bail-out, repelling, confined space, etc
114	Infrastructure - Janitor Closet		25	1	25	1	25	25			High				✓	<input type="checkbox"/>		
115	<del>Other</del>																	
OPERATIONS TOTALS:					9,212		10,291	10,291								9,727		
INFRASTRUCTURE																		
116	Circulation - Elevator		58			3	174	174			Low			✓		<input type="checkbox"/>	1 Elevator x 3 Levels	
117	Circulation - Stairs (sf/floor)		250			3	750	750			Medium			✓		<input type="checkbox"/>	x3 levels	
118	Circulation - Stairs - Training (sf/floor)		350			3	1,050	1,050			Medium			✓		<input type="checkbox"/>	x3 levels	
119	Circulation - Fire Slide Chute		36	2	72	2	72	72			Medium					<input type="checkbox"/>	1 slide x 2 levels	
120	<del>Circulation - Pole Closet</del>		45															
121	Infrastructure - BDA		25			1	25	25			Low				✓			
122	Infrastructure - Comms Closet (IDF)		25			1	25	25			Low				✓			
123	Infrastructure - Electrical Closet		25			1	25	25			Low				✓	<input type="checkbox"/>		
124	Infrastructure - Electrical Room		150			1	150	150			Low				✓	<input type="checkbox"/>		
125	Infrastructure - Electrical - Emergency		25			1	25	25			Low				✓	<input type="checkbox"/>		
126	Infrastructure - Elevator Machine Room		58			2	87	87			Low				✓	<input type="checkbox"/>		

SPACE NEEDS ANALYSIS		Melrose Fire Station 2				Current Phase: (FS) Feasibility Study					Staff Shifts: four groups each working a 24 hour shift rotating.				https://www.cityofmelrose.org/fire			
Chief Ed Collina		206 Tremont				5 Response(s) Received to Date									February 17, 2023		Application V-4.4	
ROOM or SPACE		Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
127	Infrastructure - Mechanical		500			1	500	500			Low				✓			
128	Infrastructure - Recycling		25			1	25	25			Low				✓			
129	Infrastructure - Server (MDF)		200			1	200	150	50		Low				✓			
130	Infrastructure - Trash		50			1	50	50			Low				✓			
131	Infrastructure - Water Entry / Sprinkler		100			1	100	100			High				✓	□		
132	Storage - Grounds Equipment		144												✓	□		
133	Other																	
INFRASTRUCTURE TOTALS:					72		3,258	3,208	50							1,081		
SUB TOTALS:		6,001			15,377		21,910	20,906	1,004							13,197		
GROSSING FACTOR																		
Circulation & Infrastructure Increase		23%			30.00%		30.00%	30%	301				30%			30%		
GROSSING FACTOR TOTALS:		1,399			4,613		6,573	6,272								3,959		
TOTALS:		7,400			19,990		28,483	27,178	1,305							17,156		
		estimated						367.27%	Increase over existing			future (%)	future (sf)			10,022		

SPACE NEEDS ANALYSIS					Melrose Fire Station 3					Current Phase: (FS) Feasibility Study					Staff Shifts: 24 hour shifts. No change.					https://www.cityofmelrose.org/fire				
Chief Ed Collina					280 E Foster St					5 Response(s) Received to Date										February 17, 2023		Application V-4.4		
ROOM or SPACE					Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes			
							Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only						
VISITOR AREAS																								
1	Circulation - Vestibule - Public					56			1	56	56			Low			✓		<input type="checkbox"/>					
2	Circulation - Lobby - Public					200			1	200	200			Low			✓		<input type="checkbox"/>					
3	Circulation—Memorial Area					100	1	100									✓		<input type="checkbox"/>					
4	Toilet - Designated Male					45	1	45	1	45	45			Low			✓		<input type="checkbox"/>					
5	Toilet - Designated Female					45	1	45	1	45	45			Low			✓		<input type="checkbox"/>					
6	Toilet - Gender Neutral					45			2	90	90			Low			✓		<input type="checkbox"/>	Exterior for public use				
6	Infrastructure - Janitor Closet					25			1	25	25			Low				✓	<input type="checkbox"/>					
7	Training—Meeting Room—with Tables					24	14	352									✓		<input type="checkbox"/>					
8	Training—Meeting Room—Chairs only					18	22																	
9	Training—Audio / Visual Equipment																							
10	Training—Meeting Break-Out & Storage					15.00%	1	53									✓		<input type="checkbox"/>					
11	Storage—Training Materials					64												✓	<input type="checkbox"/>					
12	Kitchenette					40																		
13	Hospitality Room / Kitchen					100																		
14	Office—Permits					80																		
15	Storage - Recreation								1	64	64			Low							For Public Storage for the Park			
16	Triage					130			1	130	130			Low							Also, Nursing Mother's Room			
17	Other																							
VISITOR AREAS TOTALS:								595		655	655								461					
ADMINISTRATION																								
18	Conference Room					30	6	180	16	480	480			Low										
19	Toilet—Designated Male					45	1	45						Low										
20	Toilet—Designated Female					45	1	45																
21	Toilet - Gender Neutral					45			1	45	45			Low										
22	Break Room—Staff					30								Low										
23	Office—Administrative Assistant					120																		
24	Office—Manager					200								Low										
25	Office—Chief					250																		
26	Tlt/Shwr—Chief					92								Low										
27	Conference Table					18																		
28	Office—Assistant Chief					200								Low										
29	Office—Deputy Chief					200																		
30	Office—Driver / Engineer					120								Low										
31	Office - Captain					170	1	170	1	170	170													
32	Office - Lieutenant					170	1	170	1	170	170			Low										
33	Office—Shift Commander				183	120								Low										
34	Office - EMS					120			1	120	120													
35	Office—Emergency Management (EMD)					120								Low										
36	Office - Fire Alarm					120			1	120	120													
37	Office—Fire Investigator					120								Low										
38	Office—Fire Prevention					350																		
39	Storage—Fire Prevention					64								Low										
40	Office—ALS / Clinical Coordinator					120																		
41	Office—OIC (Officer in Charge)					120																		

SPACE NEEDS ANALYSIS				Melrose Fire Station 3				Current Phase: (FS) Feasibility Study				Staff Shifts: 24 hour shifts. No change.				https://www.cityofmelrose.org/fire			
Chief Ed Collina				280 E Foster St				5 Response(s) Received to Date								February 17, 2023		Application V-4.4	
ROOM or SPACE		Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only				
42	Office - Officer		120			2	240	240			Low						Between Officer's Dorms		
43	Office - Paramedic / Ambulance		120																
44	Office - Training		120			1	120	120			Low								
45	Office - Technology Specialist (I.T.)		160																
46	Office - Union Representative		64	1	64	1	64	64			Low								
47	Copy / Supply Area		50	1	50	1	50	50			Low								
48	Storage - Supply Closet		50			1	50	50			Low								
49	Storage - Active Files		80																
50	Storage - Archives		200																
51	Storage - Concessions		25																
52	Storage - General		80			1	100	100			Low								
53	Dispatch - Supervisor		120	1	120														
54	Dispatch - Stations		100	1	100														
55	Dispatch - Radio Room / Backup		100			1	100	100			Low								
56	Dispatch - Breakroom		50	1	50														
57	Dispatch - Toilet - Designated Female		48	1	48														
58	Dispatch - Toilet - Designated Male		48	1	48														
59	Dispatch - Toilet - Gender Neutral		48																
60	Dispatch - Storage		64	1	64														
61	Dispatch - Vestibule		35	1	35														
62	Other																		
ADMINISTRATION TOTALS:		183			1,189		1,829	1,829											
STAFF SUPPORT/LIVING/TRAINING																			
63	Circulation - Vestibule - Staff Entry		56			1	56	56			Medium				✓	☐			
64	Mailboxes		0.25	20	5	20	5	5			Low								
65	Report Writing		30	3	90	3	90	90			Low				✓				
66	Library / Resource / Study		30			3									✓				
67	Tlt/Shwr - Designated Female	73	92	1	92	1	92	92			Low				✓				
68	Tlt/Shwr - Designated Male	103	92	1	92	2	184	184			Low				✓				
69	Tlt/Shwr - Gender Neutral		92																
70	Laundry - Domestic		64	1	64	1	64	64			Low				✓				
71	Infrastructure - Janitor Closet		25			1	25	25			Low				✓				
72	Lockers - Personal - Gender Neutral		21	18	378	20	280	280			Low				✓		24"x24"		
73	Nursing / Wellness Room		50	1	50										✓				
74	Training - Fitness Room		80	7	560	5	400	400			Low				✓				
75	Training - Mat / Floor		400																
76	Tlt/Shwr - Gender Neutral		92																
77	Day Room	275	50	6	300		600	600			Low								
78	Dining		30	6	180	12	360	360			Low								
79	Kitchen	66	30	6	180		360	360			Low								
80	Sleeping Room - Officer		170	2	340	2	340	340			Low				✓				
81	Sleeping Room - Single	376	92	5	460	6	552	552			Low				✓				
82	Sleeping Room - Double		170												✓				
83	Sleeping Room - Dorm Style		50																
84	Storage - General		80			1	80	80			Low				✓				

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						Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
85	Other																			
STAFF SUPPORT/LIVING/TRAINING TOTALS:				893			2,791		3,488	3,488						56				
OPERATIONS																				
86	Circulation - Vestibule - Negative Pressure				56			1	56	56			High				✓	<input type="checkbox"/>		
87	Patrol Desk / Watch Room / Operations				120												✓	<input type="checkbox"/>		
88	Lockers - Fire TOG - Gender Neutral				18	20	360	20	360	360			High				✓	<input type="checkbox"/>	30"x24"	
89	Apparatus - Center Bays			1,650	1,440	2	2,880	1	1,440	1,440			High			✓		<input type="checkbox"/>	18' x 80' Apparatus Bays	4,640 net sf
90	Apparatus - End Bays				1,600	2	3,200	2	3,200	3,200			High			✓		<input type="checkbox"/>	20' x 80' Apparatus Bays	
91	Apparatus - Maintenance Bay				1,440														Off-Site	
92	Decon - Gross				150	1	150	1	150	150			High				✓	<input type="checkbox"/>		
93	Decon - Laundry - Domestic				80	1	80	1	80	280			High				✓	<input type="checkbox"/>		
94	Decon - Laundry - TOG				200	1	200	1	200								✓	<input type="checkbox"/>		
95	Decon - Tlt/Shwr - Designated Female				72	1	72	1	72	72			High				✓	<input type="checkbox"/>		
96	Decon - Tlt/Shwr - Designated Male				72	1	72	1	72	72			High				✓	<input type="checkbox"/>		
97	Decon - Tlt/Shwr - Gender Neutral				72															
98	Decon - SCBA Gear				64	1	64	1	64	64			High				✓	<input type="checkbox"/>		
99	SCBA Fill				100	1	100	1	100	100			High				✓	<input type="checkbox"/>	2 bottle size	
100	SCBA Bottles				4	1	4	10	42	42			High				✓	<input type="checkbox"/>		
101	SCBA Compressor				50	1	50	1	50	50			High				✓	<input type="checkbox"/>		
102	SCBA Repair				100	1	100	1	100	100			High				✓	<input type="checkbox"/>		
103	Workshop - Mechanic				6												✓	<input type="checkbox"/>		
104	Workshop - Equipment				200															
105	Storage - Exterior Operations				144			1	80	80			High				✓	<input type="checkbox"/>	Double doors	
106	Storage - Fuel Containers				25			1	10	10			High				✓	<input type="checkbox"/>		
107	Storage - Operations				80															
108	Storage - Hardous Materials				45															
109	Storage - Hose Racks				25	2	50	1	25	25			High				✓	<input type="checkbox"/>		
110	Storage - EMS / Medical				64			1	64	64			High				✓	<input type="checkbox"/>		
111	Storage - Parts				80	1	80	1	10	10			High				✓	<input type="checkbox"/>	Parts Cabinet	
112	Storage - PPE				80												✓	<input type="checkbox"/>		
113	Storage - Tools				120															
114	Hose Tower																			
115	Training - Mezzanine				300	1	300	1	300	300			High				✓		300 sf max if no elevator access	
116	Infrastructure - Janitor Closet				25	1	25	1	25	25			High				✓	<input type="checkbox"/>		
117	Other																		Exterior Manhole Training	
OPERATIONS TOTALS:				1,650			7,787		6,500	6,500						6,200				
INFRASTRUCTURE																				
118	Circulation - Elevator				58			2	116	116			Low			✓		<input type="checkbox"/>	1 Elevator x 2 Levels	
119	Circulation - Stairs (sf/floor)				250			2	500	500			Medium			✓		<input type="checkbox"/>	x2 levels	
120	Circulation - Stairs - Training (sf/floor)				350			2	700	700			Medium			✓		<input type="checkbox"/>	x2 levels	
121	Circulation - Fire Slide Chute				36			2	72	72			Medium				✓	<input type="checkbox"/>	1 Pole x 2 Levels	
122	Circulation - Pole Closet				45	2	90													
123	Infrastructure - BDA				25			1	25	25			Low				✓			
124	Infrastructure - Comms Closet (IDF)				25			1	25	25			Low				✓			

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				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
125	Infrastructure - Electrical Closet		25			1	25	25			Low				✓	<input type="checkbox"/>		
126	Infrastructure - Electrical Room		150			1	150	150			Low				✓	<input type="checkbox"/>		
127	Infrastructure - Electrical - Emergency		25			1	25	25			Low				✓	<input type="checkbox"/>		
128	Infrastructure - Elevator Machine Room		58			1	58	58			Low				✓	<input type="checkbox"/>		
129	Infrastructure - Mechanical		500			1	500	500			Low				✓			
130	Infrastructure - Recycling		25			1	25	25			Low				✓	<input type="checkbox"/>		
131	Infrastructure - Server (MDF)		200			1	200	150	50		Low				✓			
132	Infrastructure - Trash		50			1	50	50			Low				✓	<input type="checkbox"/>		
133	Infrastructure - Water Entry / Sprinkler		100			1	100	100			High				✓	<input type="checkbox"/>		
134	Storage - Grounds Equipment		144															
135	Other																	
INFRASTRUCTURE TOTALS:					90		2,571	2,521	50							1,127		
SUB TOTALS:		2,726			12,452		15,043	14,993	50							7,844		
GROSSING FACTOR																		
Circulation & Infrastructure Increase		164%			30.00%		30.00%	30.00%	30.00%	30.00%			30%			30%		
GROSSING FACTOR TOTALS:		4,474			3,736		4,513	4,498	15							2,353		
TOTALS:		7,200			16,188		19,555	19,490	50	0						10,197		
		estimated						270.70%	Increase over existing			future (%)	future (sf)			Not Shared		