



program interview-building department

Thank you for taking the time to review this form. Our goal is to learn more about your Department so that we may effectively design a space that meets your organization’s needs now and into the future.

Department Summary:

Please briefly summarize the function of your Department, including all sub-departments.

[Respond Here](#)

Personnel Requirements: Please complete the following matrix.

PERSONNEL	CURRENT COUNT	[Projected through] 2 years from now	NOTES:
Department Head	1	1	
Assistant Head	4	4	
Admin (Offices)	1	1	
Admin Workstation			
Interns			
Total Headcount	6	6	

Adjacency Requirements within the organization

Please identify other Departments to which you desire adjacency.

[Respond Here](#)

Planning /ZoningBd, ConservationComm. Health Dept.,Economic development,Town administrator , Engineering

Adjacency Requirements within your department

Please identify any intra-department adjacencies that are more important to maintain.



The main office should be an open office for the two assistant building inspectors and the administrative assistant. The building commissioner should have a private office next to the open office with direct access. A plan review room adjacent to the open office, a file room and a plan archive is also needed adjacent to the open office.

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(See Plan)

Conference Space Requirements:

A variety of meeting spaces, both formal and informal, will be provided in the new facility, and processes for reserving conference space will be implemented. Examples of shared spaces include:

- * Formal conference rooms for internal and committee meetings in a variety of sizes (closed rooms with traditional table/chair configuration)
- * Huddle rooms (closed rooms with tables and/or lounge furniture for smaller, more informal meetings)
- * Informal gathering areas internal and public meetings (open spaces with flexible furniture to accommodate a variety of meeting types including training, brainstorming and more formal meetings)

Beyond the shared meeting spaces, does your Department have a need for any dedicated conference space, either formal or informal? If so, please describe those requirements including the maximum number of personnel to be accommodated.

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A dedicated plan review /conference room is requested

Storage + File Requirements

The new facility will accommodate lateral file cabinets, for each department and general storage rooms throughout the facility.

Beyond these spaces, please identify any department-specific file and/or storage needs not addressed in "Equipment Requirements" or "Support Facilities" below.

[Respond Here](#)

A file room is requested adjacent to the main office.

A plan archive is also requested

Equipment Requirements

The new facility will accommodate shared copy/print/mail/equipment stations .



Beyond these spaces, please identify any department-specific equipment you require (i.e. plotters). Please do not include equipment in workstations or offices, or any equipment noted in “Support Facilities” below.

[Respond Here](#)

Full size plan copier is needed

PRELIMINARY Space utilization for discussion PURPOSE only



Support Facilities

Please list any dedicated Support Facilities your Department requires. These are space types specific to your department that would not be shared by other Departments.

Main office	650 Square feet
Conference rm. /plan room	180 square feet
File room	250 square feet
Plan archive	500 Square feet
Commissioner's office	150 Square feet
Public work station (3)	120 Square feet

Shared area/ rooms:

Additional Comments:

Please comment on your likes/dislikes of your existing space and discuss your thoughts regarding design for the new facility.

[Respond Here](#)

The current space is overprovided . The commissioer's office is not adjacent to the main office.
The plan archive is not adequent in size and it is not configured to provide easy access to plans.
The confenece / plan area is too small to have meetings with customers.

SUBMITTED BY: Kenneth R. Cimeno

DATE: 3-28-12



Department Head Name:

Reviewed with:

PRELIMINARY Space utilization for discussion PURPOSE only