

===== Helen M. Plum Memorial Library =====
 ===== Schematic Building Program =====

Special use:	Gallery seating	10	12.50	125	
	Display / projection	1	40.00	40	
	Porcelain marking board	1	0.00	0	
	Sink & counter	1	25.00	25	
	Other????	0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>490</i>

Nonassignable allowance for Staff / Administration functional areas

Nonassign:	Structural / other space				
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>188</i>

HELEN M. PLUM PUBLIC LIBRARY	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

STAFF / OTHER

Graphics workroom

Special use: Graphics production (network access)	1	75.00	75	
Filing cabinets	5	10.00	50	
Paper folder	1	25.00	25	
Laminator (large)	1	25.00	25	
Laminator (small)	1	15.00	15	
Sorting table	1	50.00	50	
Risograph machine	1	25.00	25	
Assembly table	1	100.00	100	
-----> NOTE: build in flat storage beneath assembly table				
Flat storage (36" deep)	0	25.00	0	
Flat storage (18" deep)	0	15.00	0	
Cabinets & shelving for paper storage	4	15.00	60	
Sink & counter	1	25.00	25	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				450

Staff copy room

Special use: Hi-volume photocopier w/collator	1	50.00	50	
Duplicator	1	50.00	50	
Postage meter	1	15.00	15	
Fax machine	1	15.00	15	
Sorting table	1	50.00	50	
Copying supplies cabinet	1	15.00	15	
Cabinets & shelving for paper storage	4	15.00	60	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				255

Maintenance workroom

Staffing: Maintenance manager's station (network access)	1	90.00	90	
Special use: Workbench	1	80.00	80	
Utility shelves	6	15.00	90	
Storage cabinets	4	15.00	60	
Storage cabinets -- paint supplies	2	15.00	30	
Staff mailboxes / sorting	2	0.50	1	
Staff lockers - half-height	2	2.00	4	
Coat closet / alcove	1	25.00	25	
Key cabinet	1	10.00	10	

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	Other????	0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				390
 <i>Staff lounge (room) / break room</i>					
----->	NOTE: windows required				
----->	NOTE: door to patio or outdoor area preferred				
Special use:	4-place round tables	4	80.00	320	
	Lounge seating	4	30.00	120	
	Kitchenette	1	100.00	100	
----->	NOTE: fridge, stove, m/wave, dishwasher, sink & disposal, coffee maker, cabinets				
	Vending machines	1	20.00	20	
	Recycling bins	1	10.00	10	
	Bulletin board	1	0.00	0	
	Other????	0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				570
 <i>First aid room</i>					
----->	NOTE: access to sink / restroom				
Special use:	Cot	1	60.00	60	
	Sink & counter / storage below	1	25.00	25	
	Other????	0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				85
 <i>Staff restrooms</i>					
Nonassign:	Men	1	80.00	80	
	Women	1	120.00	120	
	Other????	0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				200
 <i>Nonassignable allowance for Staff / Other functional areas</i>					
Nonassign:	Structural / other space				
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				210

HELEN M. PLUM PUBLIC LIBRARY		#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA		units	per	needed	needed

NONLIBRARY ASSIGNABLE

Staff entry (room)

Nonassign:	Entry vestibule	1	100.00	100	
	Bench	1	50.00	50	
	Other????	0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				150

Receiving & delivery (room)

-----> NOTE: dock may not be needed					
Nonassign:	Loading dock	1	150.00	150	
	Utility shelves - outgoing shipments	4	15.00	60	
	Receiving area / incoming shipments	1	150.00	150	
	Packaging counter w/ storage underneath	1	50.00	50	
	Shelving units / 84" tall - holding / storage	0	10.00	0	
	Holding area for used book sale donations	1	50.00	50	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				460

Storage room - general & miscellaneous

Nonassign:	Utility shelves	12	15.00	180	
	Storage cabinets	4	15.00	60	
	Other????	0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				240

Storage room - maintenance supplies

Nonassign:	Utility shelves	6	15.00	90	
	Storage cabinets	2	15.00	30	
	Skid for paper storage	1	35.00	35	
	Other????	0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				155

Storage room - office supplies

Nonassign:	Utility shelves	4	15.00	60	
	Storage cabinets	2	15.00	30	
	Other????	0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				90

Storage room - used book sale

Nonassign:	Storage area	1	525.00	525	
	Utility shelves	1	15.00	15	

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Sorting table	1	40.00	40	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				580
<i>Recycling center (roomlet)</i>				
Nonassign:	1	72.00	72	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				72
<i>Telecommunications equipment (roomlet)</i>				
Nonassign:	1	72.00	72	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				72
<i>Elevator equipment room</i>				
Nonassign:	1	72.00	72	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				72
<i>Groundskeeping equipment room</i>				
Nonassign:	1	72.00	72	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				72
<i>Janitor's closet #1 (entry / staff level)</i>				
Nonassign:	1	50.00	50	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				50
<i>Janitor's closet #2 (second / public level)</i>				
Nonassign:	1	50.00	50	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				50
<i>Janitor's closet #3 (third / staff level)</i>				
Nonassign:	1	50.00	50	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				50
<i>Auxiliary group storage room</i>				
Nonassign: Utility shelves	8	15.00	120	
Other????	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.				120

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Nonassignable allowance for Nonlibrary Assignable functional areas

Nonassign: Structural / other space

FUNCTIONAL AREA TOTAL S.F. 254