

## **APPLICABILITY**

This analysis reviews the existing Police Station in Wellfleet, MA, with regard to the Massachusetts State Building Codes (“Code”) for new construction. The 8<sup>th</sup> Edition consists, in part, of the 2009 International Building Code (IBC) and the 2009 International Existing Building Code (IEBC) with Massachusetts Amendments to these codes.

Codes used in this analysis are:

- International Building Code (IBC, 2009)
- International Existing Building Code (IEBC, 2009)
- International Energy Conservation Code (IECC, 2009)
- Massachusetts State Building Code Amendments (780 CMR 8<sup>th</sup> Edition)
- Architectural Access Board Rules and Regulations (AAB, 521 CMR, 2006)
- Uniform State Plumbing Code (248 CMR)
- Massachusetts Public Health Code
- American Correctional Association, Accreditation Standards for ‘Small Jail Guidelines’
- National Fire Protection Association (“NFPA”) 1221 for Installation, Maintenance, and Use of Emergency Services Communications Systems

Code compliance with regard to mechanical systems, including electrical, plumbing, and fire protection systems and sitework are reviewed in separate sections of this study.

Upgrades and corrections to existing structures undergoing renovations are limited to specific items under the IEBC. During renovations, not all existing safety issues and non-compliant conditions are required to be corrected; typically only items within each renovated area are required to be corrected. However, non-compliant conditions at stairs and egress elements, fire rating separations, accessibility, and fire protection (sprinklers) are required to be corrected or provided anew as required by the IBC. Because this building was constructed several decades ago, existing conditions which may be allowed to remain under the requirements of the IEBC may also be in conflict with current life safety codes and standards. Over time, since the original construction of these buildings, life safety standards have been improved in reaction to tragic events. *In order to evaluate life safety conditions in accordance with the most current intent of these codes, the current IBC and Fire Safety codes and regulations are used as a basis for judging compliance.*

Correcting existing conditions to comply with current Accessibility and Fire Protection requirements is required when the value of the work exceeds the cost or scope triggers stated in the AAB and the Fire Code.

Compliance with Chapter 148 Section 26G of the State Fire Code is required in all existing buildings in which renovations will exceed 7,500 square feet in area or in which major alterations’ are planned, as defined by the statute. Under these conditions, an existing building must provide a full sprinkler fire suppression system if sufficient water flow and pressure is available. A major alteration is defined as a reconfiguration of walls, doors, windows, mechanical systems, etc., which effectively makes installation

of sprinkler systems easier and which affects more than 33% of the building area or more than 33% of the assessed value of the building. Buildings for which sufficient water flow and pressure *does not exist* are exempt, however, it is assumed that sufficient flow and pressure is available and all code discussions below are based on this building being fully sprinklered.

Also, according to this section of the Fire Code, any work performed, even if under separate contracts or building permits, within a 5 year period must be included in the aggregate construction cost to determine applicability of the Code. This includes site work and building renovations, whether done separately or together.

- Future Change Orders and other unanticipated costs could also trigger full compliance if the aggregate value exceeds the 33% limit.
- Cost of future building projects requested for permit within 5 years, before or after the permit date for this project, will be considered part of the project costs and may trigger compliance.

Accessibility in public buildings is regulated by 521 CMR, which is enforced by the Massachusetts Architectural Access Board (MA AAB) and the Building Inspector of the municipality. 521 CMR, as issued in 2006, is used for this review. MA AAB 5.1 Definitions states:

“Public Buildings: A building privately or publicly financed that is open to and used by the public, ...”,

MA AAB 11.1 Commercial Buildings states:

“The design of commercial *buildings* shall comply with 521 CMR, except as specified or modified in 521 CMR 11.00. Commercial *buildings* are *public buildings* ... as well as city and town halls and *facilities*.”

and MA AAB 15.1 Detention Facilities states:

“Detention *facilities* shall comply with 521 CMR, except as specified or modified in 521 CMR 15.00. Detention *facilities* shall include, but not be limited to, police stations, ... and other institutional occupancies where occupants are under some degree of restraint or restriction for security reasons....”

The Police Station is considered a public, detention and commercial building and so is required to be accessible in accordance with 521 CMR.

Currently, the AAB regulates only areas and conditions accessed by the “public”; areas occupied solely by staff are not included in the regulation. Staff areas are included in the ADA Accessibility Guidelines as part of federal law, but these are not directly enforceable as part of the Building Code. However, in an effort to unify compliance requirements with the recently adopted IBC as the State Building Code, the AAB will be revising the regulation to include staff areas as well as public areas. In anticipation of the release of the revised AAB regulations, all discussions below regarding accessibility will include compliance of staff areas.

Applicability of the AAB Regulations for renovations of existing buildings is based on the value of the renovations as a percentage of the current assessed value of the building (100% valuation). According to AAB 3.3, partial compliance is required when the value of the renovations exceeds \$100,000 and full compliance of the entire facility is required when the value of the renovations exceeds 30% of the assessed value of the building. An exception to this rule is for maintenance work on MEP systems,

sprinkler systems, roofs, replacement windows, masonry repair, site utilities, landscaping, and septic system which in aggregate is less than \$500,000.

As stated in AAB 3.3 (paraphrased):

**“3.3 EXISTING BUILDINGS**

All additions to, reconstruction, remodeling, and alterations or repairs of existing public buildings or facilities ...shall be governed by all applicable subsections in 521 CMR.

3.3.1...,

a. if the work costs less than \$100,000, then only the work being performed is required to comply with 521 CMR...,

b. if the work costs \$100,000 or more, then the work being performed is required to comply with 521 CMR. In addition, an accessible public entrance and an accessible toilet room, telephone, drinking fountain (if toilets, telephones and drinking fountains are provided) shall also be provided in compliance with 521 CMR...,

3.3.2 If the work performed, including the exempted work, amounts to 30% or more of the full and fair cash value (see 521 CMR 5.00) of the building the entire building is required to comply with 521 CMR. “

Also, according to AAB 3.5, any work performed, even if under separate contracts or building permits, within a 3 year period must be included in the aggregate construction cost. This includes sitework and building renovations, whether done separately or together.

- Future Change Orders and other unanticipated costs could also trigger full compliance if the aggregate value exceeds the 30% limit.
- Cost of future building projects requested for permit within 3 years of the permit date for this project will be considered part of the project costs and may trigger compliance.

The building and site must be reviewed together and may affect compliance in areas not anticipated to be updated to comply.

- If a building’s renovation cost exceeds 30% of the building assessed value, then the entire building and site must be made to comply;

Energy conservation, as required by the IECC for new construction, is not required for renovations to existing structures under the IEBC. However, any new elements or alterations to the exterior building envelope, such as new windows or new roofing, must comply to the greatest degree possible. As stated in the IEBC Alteration Level 3 Section 808 Energy Conservation “*Essentially, the entire building is not require to meet the energy provisions, but only improvement in the energy performance of the building is intended to be achieved by making the new elements meet the IECC...*”. Overall upgrade of the exterior envelope of this building is not required or recommended and so is not reviewed as part of this study, except for elements recommended to be replaced.

## **ANALYSIS:**

### **General**

According to the Town of Wellfleet Assessors Department, the Police Department Building is located at 36 Gross Hill Road and was originally constructed in 1983. Area for the First Floor (Police Station) and the Unfinished Basement (former Fire Station) are listed at 5,214 square feet for both floors on the Assessor's Card.

The current assessed value for Police Station (structure only) is \$771,000.

- The threshold value of the cost trigger for accessibility is 30% of this value less the cost of permitted work within the last 3 years.
- The threshold value of the cost trigger for fire protection is 33% of this value less the cost of permitted work within the last 5 years.

These thresholds are shown below. The cause of the renovation or the source of the funding is not relevant, only the total value of cost for renovations, including demolition. Any work within these time limits which exceed these cost triggers will require that the entire structure and site be modified to be compliant. Because each threshold is based on the aggregate value of recent work (requiring a building permit) over the most recent 3 or 5 years, respectively, these threshold values are dynamic and will change based on the aggregate value of recent projects. The values below are only a guide and should be recalculated when a new renovation project is considered.

<b>COST THRESHOLDS FOR ACCESSIBILITY AND FIRE SUPPRESSION COMPLIANCE</b>	
Assessed Value of Wellfleet Police Station (Structure Only)	\$771,000
30% Cost Trigger for Accessibility Compliance	\$231,300
33% Cost Trigger for Fire Protection	\$254,430

<b>AGGREGATE TOTAL VALUE OF RECENTLY COMPLETED WORK</b>		
Year	Description	Approximate Value
2011	Roofing Repair	\$ 9,850
2010	Spray foam insulation in attic	\$35,200
2009	Roofing Repair	\$ 8,650
3 year aggregate total value for accessibility compliance		\$ 9,850
5 year aggregate total value for fire protection compliance		\$53,700

Accessibility Upgrade Requirement	
30% of Assessed Building Value	\$231,300
Less the Aggregate Cost of Projects Completed in the Past 3 Years	\$ 9,850
Current Value for Renovation Work to the Cost Trigger for Full Accessibility Compliance	\$221,450

Fire Protection Upgrade Requirement	
33% of Assessed Building Value	\$254,430
Less the Aggregate Cost of Projects Completed in the Past 5 Years	\$ 53,700
Current Value for Renovation Work to the Cost Trigger for Full Fire Protection Compliance	\$200,730

Building permits for ongoing maintenance and renovations over the past several years are noted on file at the Building Department and on the Assessor's Card for the building.

### **Building Code Compliance Analysis (IEBC / 780 CMR - IBC)**

Although the Police Station would be regulated under the IEBC for the purposes of renovation of the existing building, this analysis reviews compliance with regard to requirements of the new IBC. This is to ensure that existing conditions which do not meet the current intent for life safety, and which may be allowed to remain as part of a renovation under the IEBC, are identified for correction. In the discussion below, references to specific code sections are noted before each paragraph with parentheses.

(IEBC 101.4.2) Applicability: Under this definition, as a building that has been previously occupied prior to the issuance of the Code, this building is considered an existing building and regulated under the IEBC.

(IEBC 101.5.2) IEBC offers three methods for compliance analysis and four levels of work classification. For the purposes of this study, the *Work Area Compliance* method will be used and future renovations will be considered as an *Alteration Level 3* work classification.

(IEBC 701.3) Compliance: All new elements must comply with IBC.

*\*The following discussions regarding Type of Construction, Use Group Classification, and Height and Area Limitations are provided to document the existing facility classification only. These characteristics are not regulated by the IEBC and existing buildings are not required to be modified to comply as a result of renovations. Additions to an existing building, however, must conform to current limitations of allowable height and area and are regulated by the IBC. Determination of the allowable height and area of the existing structure provides guidance for the extent of any new additions that may be planned.*

**(IBC Ch. 3 – Use and Occupancy)**

(IBC 305.1) Primary Use Group:

Group B - Business

(IBC 305.1) Mixed Use Areas:

Group I-3 Institutional (Cell Area)

Group S-2 Storage (Apparatus Bay, Storage rooms)

**(IBC Ch. 5 – General Building Limitations)**

Height and area limitations for the existing building are presented below to show the allowable area for the uses within the building and possible expansion of the existing building. As stated above, the aggregate area of any new additions and renovations that exceed 7,500 square feet or that exceed 33% of the assessed value of the existing building will require sprinklers to be installed throughout the new and existing structure. The allowable floor area calculations below include increases permitted for existing building frontage accessible to emergency vehicles but not for a fire protection sprinkler system; however, this allowable increase in area for accessible frontage may be affected by additions to the building.

(502.1) According to records at the Assessor's office, the building is comprised of a Basement and First Floor. However, although the (former Fire Department) Apparatus Bay/ Garage is below grade for about 50% of the floor's perimeter, it is not considered a basement under the requirements of the Code. A story is not considered a basement when any of the following conditions apply:

1. The floor of the story above is more than 6 feet above the *grade plane*,
2. The floor of the story above is more than 6 feet above the finished ground level for more than 50% of the building area, *Or*,
3. The floor of the story above is more than 12 feet above the *grade plane at any point*.

The Grade Plane is an imaginary line representing "the average of finished ground level adjoining the building at exterior walls". For this building, the First Floor is greater than 12 feet above the grade plane at Lawrence Road at the Apparatus Bay doors. The difference in floor elevation is 15 feet. Therefore, the apparatus bay level must be considered a story above grade and not a basement. For the purposes of this study, this floor elevation will be referred to as the Garage Level.



According to information from the Wellfleet Assessor and Wellfleet Building Department, the current building area is listed at 5,214 gross square feet for both the First Floor and Garage Level. However, measurements from the original construction documents indicate that the floor areas are as shown below:

<b>First Floor:</b>	Business Use	3,774 Gross Square Feet (GSF)
	Institutional I-3	1,278 GSF
	Storage S-2	100 GSF
	Total Area	5,152 GSF
<b>Garage Level:</b>	Business Use	786 Gross Square Feet (GSF)
	Storage S-2	4,742 GSF
	Total Area	5,528 GSF
<b>TOTAL BUILDING AREA</b>		10,680 GSF

(Table 503) The building perimeter is accessible for fire and rescue vehicles from the road or parking areas on all sides of the building, so the maximum allowable area may be increased by an additional 75%.

- This total allowable buildable area per floor, for each use group, is shown in the last column of the table below. The total area of the building cannot exceed the allowable area used for the primary Business (“B”) Use Group. Other uses within the mixed use building cannot exceed an area proportional to the percentage of the area that use group occupies in the building.

(Table 503) The allowable height and area for each Use Group under Type V-B Construction is:

USE GROUP	Total Allowable Height (No Increase for Sprinkler System)	Allowable Area <b>per Story</b> Plus Increase for Sprinkler System and Accessible Perimeter			
		Allowable Area (Table 503)	Sprinkler System Area Increase (+0%)	Accessible Perimeter +75%	Total Allowable Area per Floor with Allowable Increases
B	2 Stories	9,000 s.f.	+ 0 s.f.	+ 6,750 s.f.	+15,750 s.f.
I-3	2 Stories	5,000 s.f.	+ 0 s.f.	+ 3,750 s.f.	+ 8,750 s.f.
S-2	2 Stories	13,500 s.f.	+ 0 s.f.	+ 10,125 s.f.	+23,625 s.f.

(IBC 508.3 & 508.4) Buildings with multiple Use Groups are called mixed-use buildings. Buildings are further classified as a ‘separated’ mixed use or a ‘non-separated’ mixed use. If classified as a ‘separated’ mixed-use building, then the different use groups within the building must be separated by 2-hour fire rated construction as required in Table 508.4. If classified as a ‘non-separated’ mixed-use building, then fire rated separations are not required BUT the most restrictive use group is used to calculate the allowable height and area, which in this case is the I-3 Use Group. Because there is not fire rated separation walls (fire barrier walls) between use group areas, it is assumed that the building is classified as a single use group.

- As the B, I-3, and S-2 Use Groups are currently not separated with fire rated walls and floor/ceiling construction, the building is assumed to be a non-separated mixed-use building.
- The most restrictive Use Group for a non-separated mixed use building is the I-3 Use Group. The greatest increase in area, under the conditions stated above, would be a building that is 8,750 square feet in area per floor as a non-separated I-3 Use Group building. The existing building is 4,795 gross square feet on the First Floor and 5,214 gross square feet on the Garage Level. If the building were increased to 8,750 square feet per floor, a sprinkler system would be required to be provided in the entire building as the floor area would exceed the 7,500 square foot threshold.
- If sprinklers are provided, the allowable area for each Use Group from Table 503 above may be increased by 200% to 15,000 square feet (5,000 sf + (5000 sf x 2)) as the building is considered a two story building.

(IBC 508.2.4 and Table 508.4) In Table 508.2.4, rooms used for storage may be considered to be accessory to the primary Use Group provided the aggregate area of the storage rooms is less than 10% of each floor area and less than 10% of the area allowed by Table 503.

- Storage rooms are lacking in this building, however, the Apparatus bay/ garage on the **Basement** level is considered to be a Storage S-2 use and is approximately 4,000 square feet in area. This exceeds the allowable 10% area limit for accessory uses and so Storage areas cannot be considered accessory to the primary use group.

#### **IBC Ch. 6 – Types of Construction**

(IBC Table 601) According to the Wellfleet Assessor's Card, the building is constructed of wood frame construction, however, there is no indication of the Construction Type or Use Group on the original building permit or on file.

As the existing construction system is wood framing with non-fire rated structural members, this generally conforms to the requirements for Type V-B (Roman numeral 5 - B, unprotected) construction in the current IBC. The structure does not appear to be protected with spray fireproofing or other rated construction and is not sprinklered. Interior partitions are drywall finished and load bearing. The Use Group is assumed to be Business (B) with accessory or mixed use areas for Institutional I-3 (Detention area) and Storage S2 for the Apparatus Bay/Garage, and storage rooms.



**Type V-B Construction Type Min. Fire Resistance Rating Requirements (780 CMR Table 601)**

<b>Building Elements</b>	<b>Required Fire Resistance Rating (Hrs)</b>
Structural Frame (including columns, girders, and trusses)	0
Exterior Bearing Walls	0
Interior Bearing Walls	0
Exterior Non-Bearing Walls and Partitions (See Table 602)	0
Interior Non-Bearing Walls and Partitions	0
Floor Construction (including support beams and joist)	0
Roof Construction (including support beams and joist)	0

Table 601 establishes the required minimum fire rating of construction elements and is related to the allowable height and area discussed in Table 503 below. Type V-B (5-B) construction allows the building structural members to be unprotected (not fire rated). The tradeoff for not protecting the building structure is a reduction in the allowable height and area that can be built; essentially, the greater the fire protection of building structural elements, the larger the building height and area which is allowed.

**(IBC Chapter 10 - Means of Egress)**

Occupancy load in the existing facility is determined by the functions in each area of the building and not the primary use group. According to the IBC Table 1004.1.1, Business functions require an occupant load calculated at 100 GSF per person, Institutional sleeping areas (cells) are calculated at 120 GSF per person, Locker rooms are calculated at 50 GSF per person, Parking Garages (Apparatus Bay/Garage) are calculated at 200 GSF per person, and Mechanical/Storage areas are calculated at 300 GSF per person. As the functions and areas for each may change over time, areas with lesser occupancy rates may be renovated for a use with a higher occupancy rate. This summary will not break out each function separately; as a preliminary determination of occupancy, a rate of 100 GSF per person will be used as a representative occupancy rate for this building as this will be the predominant occupancy for any renovation of the building:

- 4,795 s.f. (First Floor area) / 100 s.f. per occupant = 53 occupants on the first floor, and
- 5,214 s.f. (Basement floor area) / 100 s.f. per occupant = 53 occupants on the basement floor.

The egress capacity (0.3"/per occupant for non-sprinklered buildings) for a minimum 44-inch wide stairway is approximately 146 occupants. The egress capacity (0.2"/per occupant for non-sprinklered buildings) for a typical single 36-inch wide egress doorway is approximately 170 occupants.

IEBC 102.2.2.1 is an amendment by the State of Massachusetts and supersedes other less restrictive paragraphs in the IEBC. This amendment requires that all existing stairs comply with current requirements of the IBC with regard to the quantity of exit ways on each floor, the width of all exit ways, fire rating, handrails, continuity, etc., to “provide safe and adequate means of egress”.

- Existing egress stairs in the building are not enclosed in required fire rated construction, do not have risers and treads of required dimensions, do not have railings and guards with required height and spacing, do not have required rail extensions, and do not have fire rated doors which comply. All stair conditions must be corrected in accordance with current egress requirements as part of any renovation project.



**(IEBC 703.2.1 Existing Vertical Openings)**

All existing vertical openings connecting 2 or more floors must have an enclosure with a fire-resistive rating of 1 hour minimum.

- The stair connecting the Garage Level and the administrative offices on the First Floor is a vertical opening. This opening is not separated from adjacent areas by fire rated construction. Also, a locked door has been installed in the Garage Level corridor which blocks the stair from the exterior exit. This stair cannot be used as an exit in its current configuration.

**(IBC Table 1016.1 Exit Access Travel Distance)**

- The greatest travel distance to an exit enclosure occurs on the 2nd floor and is approximately 50 feet. This is far less than the allowable travel distance of 200 feet.

**(IBC 1018.4)** In buildings of a Business Use without a sprinkler system, the allowable length of a dead end corridor is 20 feet.

- The existing corridor serving the detention area on the First Floor exceeds 20 feet in length and is not compliant.

(IBC 1021.1) A minimum of two independent means of egress shall be provided from each story of a building. Although this building is considered two stories above grade, both stories have direct access to grade because of the hillside construction and both stories shall be considered as a First story for egress. All I-3 and B Occupancies on a First story are required to have 2 compliant means of egress. The travel distance to an exit is allowed to be 75 feet; if this distance is exceeded then an additional exit is required. The Garage Level has a single common egress on the Lawrence Road side. The existing travel distance to this exit from the most remote corner of the Garage Level is over 125 feet, so an additional exit is required.

The stair cannot be considered an exit from the Garage Level as it does not continue to the exterior on the First Floor. The stair empties into a corridor and exit would then be required to pass through the entrance lobby. Exit stairs are required to continue to the exterior without passing through other spaces. An additional exit was provided after construction from an office, however, this is behind a lockable office door and is too close to the primary exit to be considered.

(IBC 1015.2) When multiple exits are required, the exits must be separated by a distance equal to  $\frac{1}{2}$  of the longest diagonal distance of the floor plate. The longest diagonal across the building on the Garage Level is approximately 110 feet, so the separation between the existing exit and a new exit is required to be a minimum of 55 feet.



## **Accessibility Code Compliance Analysis (521 CMR AAB)**

### **AAB 15 – Detention Facilities**

(521 CMR 15.1)

Public Areas, Toilet rooms, Detention Rooms, transaction counters and other work areas are required to comply with the following:

- At least 3%, with a minimum of one of each type of cell or holding area shall be accessible.
  - Accessible sink and toilet in an accessible cell is not provided.
  - An accessible transaction counter at the Reception Desk is not provided.
  - An accessible transaction counter at the Booking Station is not provided.
  - Separate toilet and locker facilities are not provided for Dispatch or civilian staff. Locker and toilet facilities are not accessible.
  - An accessible unisex toilet room is provided for public use in the entrance lobby.
- Staff areas and those areas restricted to able-bodied police department personnel are not required to be accessible.

### **AAB 14 – Places of Assembly**

(AAB 14.2) Places of assembly are not provided in the existing building.

### **AAB 19 – Recreational Facilities**

(AAB 19.4) Locker rooms are provided for male and female staff and officers. These lockers and associated toilet rooms are not required to be accessible.



### **AAB 20 - Accessible Routes**

(AAB 20.1) Accessible routes within the building generally comply with requirements for width, passing space, protruding objects, headroom, etc.

- Access to the Second Floor is not provided for public and administrative staff. A compliant elevator must be provided to provide access to all floor levels and activities.

- Many doorways do not provide required clearance for accessibility. The door from the reception lobby to Administration does not provide pull side clearance.

(AAB 20.6.1) Objects projecting from walls with their leading edges between 27 inches and 80 inches above the finished floor must not protrude more than 4 inches into walks, halls, corridors, passageways or aisle and must not have sharp edges.

(AAB 20.12) Areas of rescue assistance at stairways and means of egress are not required in accordance with Exception a. Existing Buildings.

#### **AAB 24.00 - Ramps**

Interior ramps are not provided within the building.

Please refer to the Landscape section of this study for information regarding site accessibility.

#### **AAB 25.00 – Entrances**

(AAB 25.1) All public entrances to the building must be accessible and be on an accessible route.

- Access to the building from the exterior is compliant at the Garage Level entrance on Lawrence Road and the main lobby and staff entrances on the First Floor.

#### **AAB 26.00 – Doors and Doorways**

(AAB 26.6 – Maneuvering Clearances)

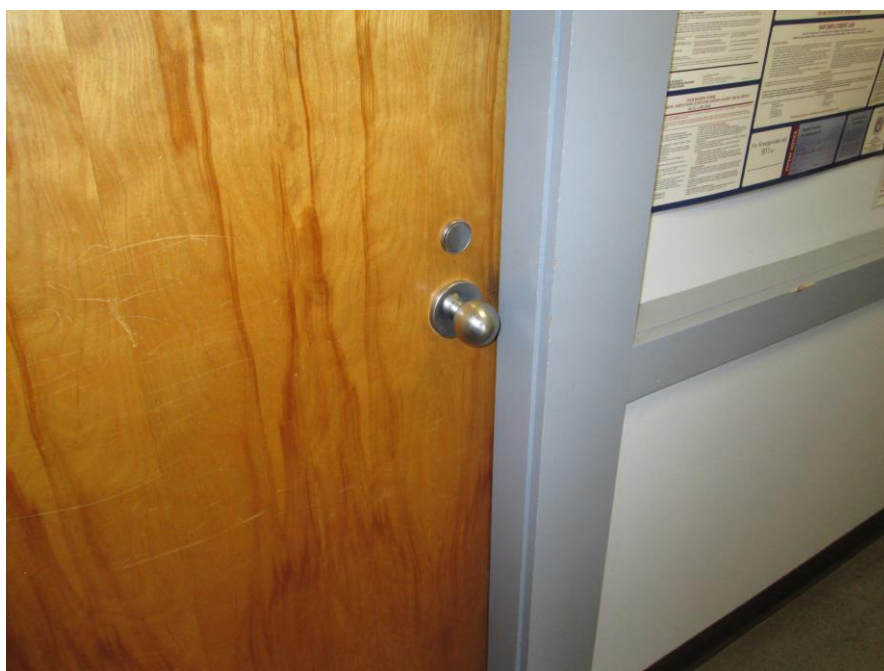
Some doors in the building do not provide required pull and push clearances for accessible doors. In public areas or areas accessed by civilian staff, modify these doorways to provide accessible clearances.





(AAB 26.11 - Door Hardware)

Existing hardware throughout building is not compliant and replacement with lever-type hardware at all doors is recommended .



**AAB 27.00 – Stairs**

(AAB 27.3 – Nosings)

Stair nosings are required to be angled or radiused and not abrupt. Existing wood stair nosings at the connecting stair between the Garage Level and the First Floor have a protruding lip at each tread.

- The stair treads need to be modified to comply. Modification of the treads with tread covers is necessary to reduce the abrupt nosing.



**AAB 28.00 – Elevator**

(AAB 28.1) Multistory buildings are required to be served by an elevator.

- The building must be modified to provide an elevator to access all floors of the building.

### **AAB 30.00 – Public Toilet Rooms**

Existing toilet rooms in locker rooms do not comply with accessibility requirements and must be modified if civilian staff or disabled staff are allowed to use these facilities. There is a unisex toilet room in the entrance lobby which is capable of being accessible, however, the location of the toilet fixture, height of the toilet fixture, and clearance at the door do not comply. The plumbing code requires separate toilet rooms for men and women; although unisex fixtures are allowed for compliance with AAB, this is not compliant with the plumbing code.



#### **(AAB 30.1)**

A minimum of one toilet and sink in each toilet room shall be accessible. Toilet partitions and fixtures in the locker rooms are not currently compliant. Plumbing fixtures do not comply in mounting height and configuration. Maneuvering clearances are not compliant. Although not currently required by AAB, staff toilets will be regulated under the revised AAB to be published in the near future.

- Modification to single user staff toilet rooms to provide compliant access will require enlargement or relocation of these rooms.





**AAB 31.00 – Public Bathing Rooms**

(AAB 31.7) Showers are provided for able-bodied staff only and compliance is not required.



**AAB 32.00 - Kitchens**

(AAB 32.1) Commercial kitchens are not regulated by the AAB.

**AAB 36.00 – Drinking Fountains**

(AAB 36.1.1)

Drinking fountains are not provided within the building.

- Please refer to the plumbing section of this report for discussion about requirements for drinking fountains.

**AAB 41.00 – Signage**

(AAB 41.00)

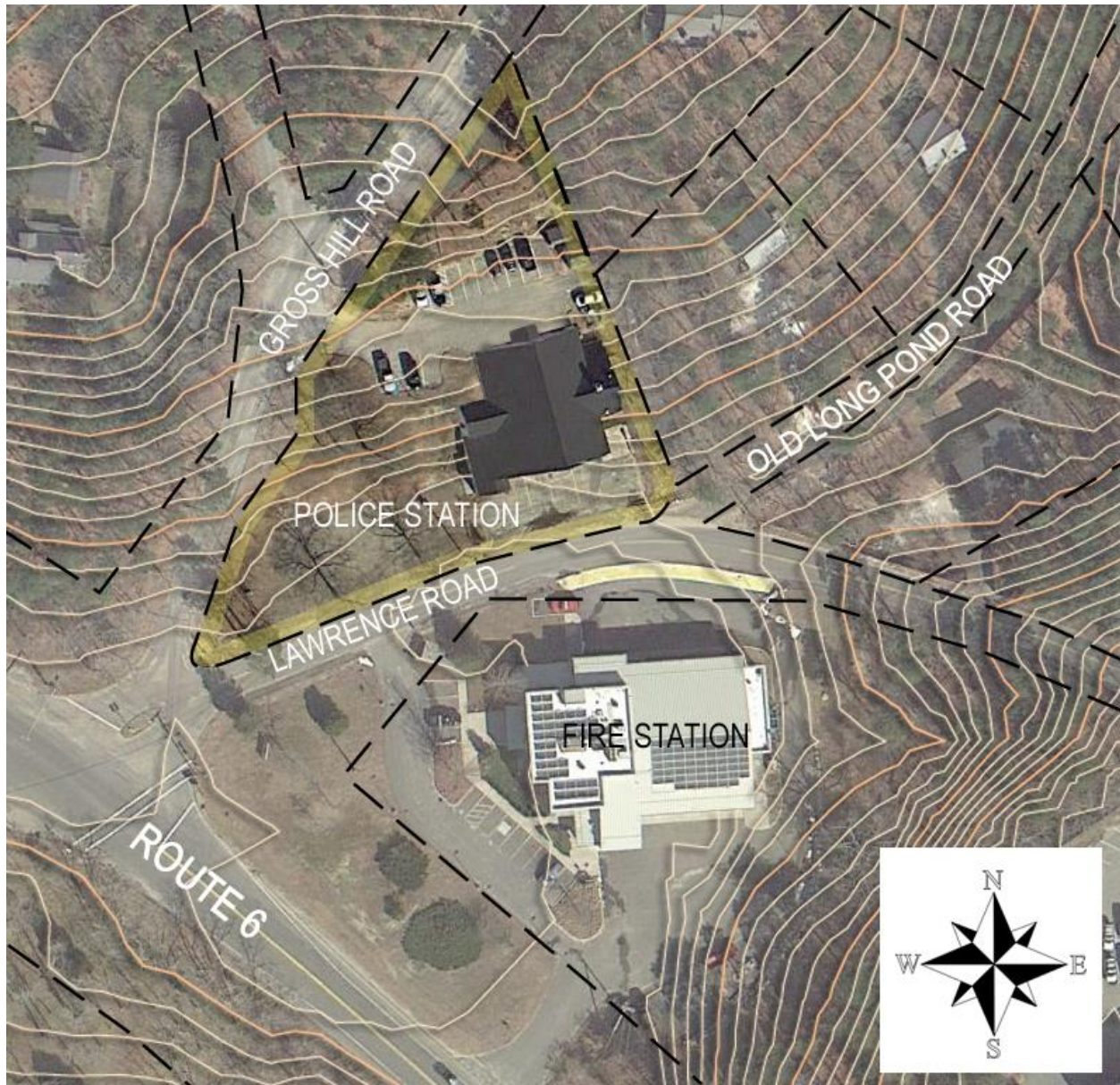
Room signage with braille must be provided at all ‘permanent rooms and spaces’ as well as code required egress signage.

- Compliant signage and Symbols of Accessibility are missing throughout the building. Where exit signs indicate an accessible route, if all routes are not accessible, these signs shall include the symbol of accessibility.





## SITE CONDITIONS



### *Police Site Plan*

The existing Wellfleet Police station occupies a 1.11 acre site located to the east of Route 6. The station is bordered on the east by residential housing, to the south by the new Fire Station and the Wellfleet Elementary School. Gross Point Road and the Pleasant Hill-Oak Dale Cemeteries provide the properties' northern border. The Police property is zoned R-1 (residential), has no recorded or flagged wetlands and is outside of any NHESP jurisdiction. Minimum setbacks for the property are 30' (front yard), 25' (side yard) and 30' (rear yard). Maximum building coverage is 15% of the site. Coverage is currently around



12% of the site. Maximum height of the building is 28' for the district even though the south side of the building is higher than that.

The site is occupied by a two story building, two small wooden sheds, parking, a K-9 kennel, a wooden trash enclosure and landscaped areas that make up all of the sloped areas of the site. The site is sharply sloped, with an elevation change of 30 feet as the site drops from north to south.



*Police Cruiser Parking and asphalt condition*



*Upper parking area and trailers*

Slope retention on the eastern side of the building is concrete blocks while on the west side, timber ties are used to retain some of the slope for parking or building access. A wooden stair with split rail railings connects the middle (Police cruiser) parking lot with the dirt parking area up on Gross Point Road.

A 6' high wooden stockade fence partially runs along the eastern property edge, from Lawrence road to the area of the two sheds on the site. Split rail fence is found in various locations around the site. Some is found along Lawrence Road at the south east corner of the site and by the old dispatch office. Sections of this fence are in disrepair due to rotting and snow removal damage. Split rail fence also defines the limits of the upper gravel parking lot where the trailers are located. The flagpole for the station is located on the north side of the police lot entrance and doesn't appear to have any lighting associated with it.



*Sally port and employee entrance*



*Kennel and trash bin*

Storage space on the site consists of the two sheds (8 x 10 & 10 x 12). Lost and recuperated bicycles are simply piled outside of the sheds, exposed to the elements.

At the time of the site visit, this upper parking lot had two trailers located there, one for emergency services.

The building has pedestrian and vehicular access for both the basement and upper floors. Most of the parking is located on the north side of the building, providing access to the Police offices, all located on the second floor of the building. Approximately fifteen (15) parking spaces are located in this lot, one of which is labelled as HC parking. Those spaces reserved for cruisers are signed. Parking for the lower floor of the building is approximately 4 spaces, though now that the garage bays are no longer required for the fire department, additional parking can be placed in front of the bays. On subsequent visits, the inadequacy of the parking situation was clear, with cruisers parking along Gross Hill Road and the entrance to the cemetery. This observation was made in the spring, when the police force would have no summer help and the subsequent additional vehicles they would bring.



Drainage problem area

South side of building,

The station has a sally port, which is accessed from the upper parking lot. A large apron is located at the bottom floor, where the old fire department vehicles were stored. This apron is asphalt.

ADA access is provided in the Police Lot only. In the lower lot, a stoop into the old dispatch area prohibits a flush condition for access

The condition of the asphalt is fair, with the only curbing being asphalt, located on the building side of the Police lot. Underground drainage on the site is minimal. There are several locations on the north side of the building where drainage is directed against the foundation. The south side of the building has positive drainage away from the building to Lawrence Road, where some ponding was noted.

Exterior utilities include a propane tank, two oil tanks and utility pole and wire cage frame antennas.

Utility poles on Lawrence Road are located on the north side of the road, though they do not interfere with the vehicle apron. Utility poles run on the Police side of Gross Hill Road. Site lighting is from wall packs on the building or from utility poles



The site is wooded, with pines, oaks and maples, but very little understory. Some small evergreen shrubs (rhododendrons and yews) have been planted along the northern foundation between entrances.



Storage Sheds



Damaged asphalt curb

#### Recommendations

- Improve drainage with new leaching pits and CB's
- Replace asphalt and curbing (granite curbing preferable)
- Provide ADA accessible entrances, new signage and improved and compliant striping
- Improve exterior connections between levels on the site. New stairs and railings to upper lot and to lower lot.
- Repair all split rail fencing.
- Provide improved signage for visitor parking, cruiser parking (straighten signs).
- Improve flat areas that appear to be used for parking. Gravel base or install impediments to prevent their use as parking spaces.



**STRUCTURAL EXISTING CONDITIONS ASSESSMENT**

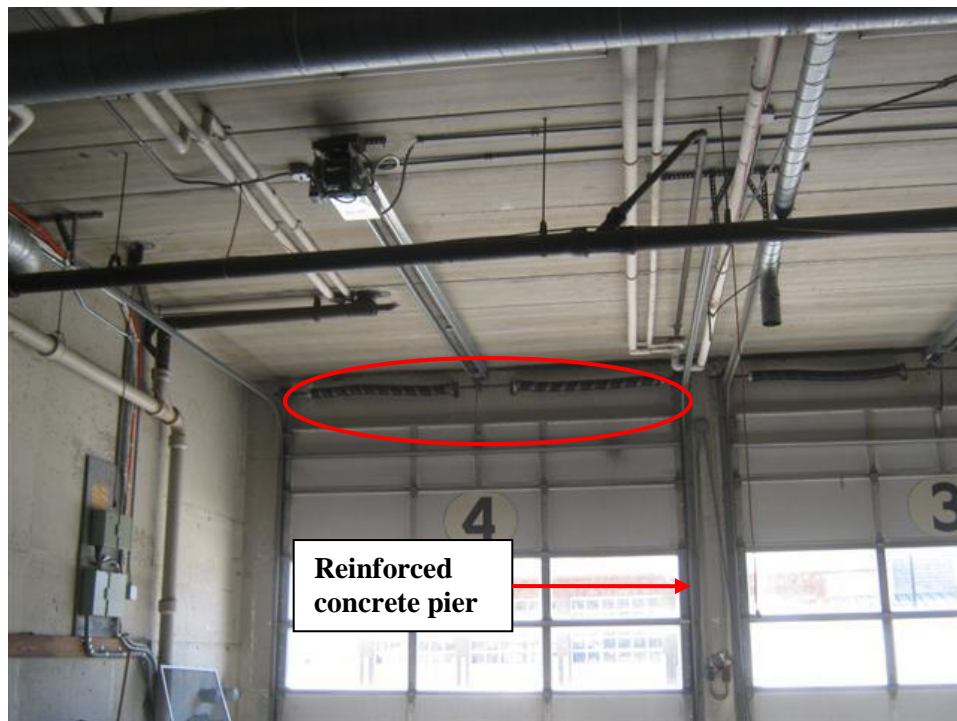
**A. Description:**

The Wellfleet Police Facility was constructed in 1983 as a multi-story structure which housed the Police and Fire Departments. The structure is a combination of wood roof trusses, wood stud and concrete block bearing walls, hollow core plank and reinforced concrete foundation walls



**South face of Police Facility including former Fire Department apparatus bays**

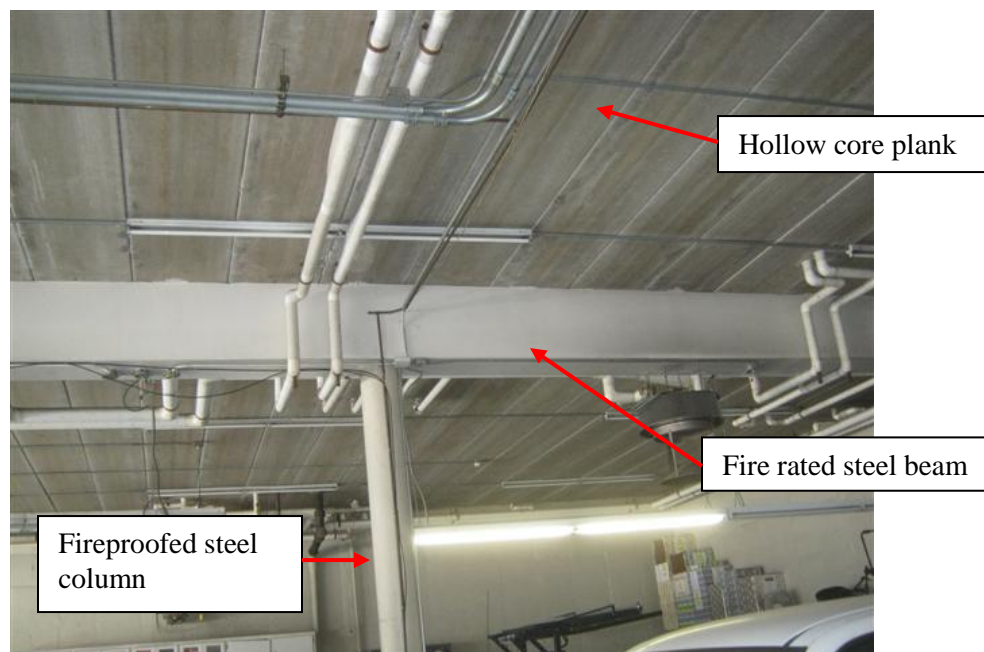
The former Fire Department space on the lower level was constructed of reinforced concrete foundation walls which retained the earth on the east, west and north sides of the building. The south foundation wall extends past the lower level up to the main level hollow core plank slab. Reinforced concrete beams span between the concrete piers to frame the opening and support the hollow core plank and exterior wall above.



**Concrete beams spanning the overhead door openings**

The office area at the southwest corner of the lower level contains frost walls to grade elevation. From the top of the foundation walls to the roof, the exterior walls are framed with 2x6 wood stud bearing walls. The slab on grade is 6" thick and reinforced with two layers of #3 rebar at 12" on center.

The structure for the Police Department on main level consists of hollow core plank with a 2" topping slab.



**Main floor structural framing as seen from the lower level**

Steel beams and columns located between the overhead door openings in the former apparatus bay below provide mid span support for the hollow core plank floor system. Above the floor slab, the building structure is a combination of exterior wood stud bearing walls on the north, south and east sides of the building and reinforced concrete block located on the exterior west wall along with return walls on the north and south sides at the Sally Port, cells and adjoining space. The exterior 2x6 wood stud walls and concrete block walls support the wood roof trusses. The main trusses span east - west between exterior bearing walls.



**Typical wood roof truss**

Intersecting gable roof trusses are located above a storage room on the west side and over a stair well on the east side. The trusses over the storage room bear on reinforced concrete block bearing walls and over the stair tower they are supported by 2x6 wood stud walls. The wood trusses are piggybacked due to their overall height.



### **West gable roof trusses**

Conventional 2x 4 wood blocking is spaced at 16" on center and attached to the top chord of the main trusses. The piggyback trusses bear on and are attached to the wood blocking and are aligned with the main trusses below. Horizontal, diagonal and vertical bracing was installed to provide lateral bracing for the trusses and end walls. The roof decking is 5/8" plywood spanning between and attached to the trusses.



**Wood blocking at top chord of main trusses for support of piggyback trusses above**

### **Existing Conditions:**

The building appears to be structurally sound based on our observations of the exposed portions of the walls and roof structure.

- The only area that was concealed from view was the underside of the plywood roof deck especially above the main trusses. Sprayed on insulation that has adhered to the underside of the plywood decking that was attached to the main trusses covered the surface of the plywood so that the condition of the plywood could not be observed. The condition of the plywood roof deck that is attached to the piggyback trusses was completely obscured do to insulation boards that were secured to the wood blocking that is located on top of the main trusses. Therefore, the roof deck was not evaluated for possible structural damage.





**Insulation board on top chord and sprayed on insulation in the background**



**Close up of sprayed on insulation which conceals underside of roof deck sheathing**

There were three items that were visible at the time of the site visit which will require remedial work. The following are the issues:

- The first item involves a failing gutter system which is discussed in the “Roofing Evaluation Report” allows what to enter into the exterior walls where the gutter is failing. The water infiltration can allow deterioration to exterior walls including possible mold growth.



**Deteriorated wood gutter allows infiltration of water into building**

- Similarly, several areas of severely deteriorating wood trim where the wetting and drying cycles are causing dry rot to be observed. Where the rotting is such that opening have formed do to complete deterioration rain water and snow melt are seeping behind the exterior siding causing possible rotting to occur to the plywood sheathing.



**Voids in the rotting wood trim boards allows water to seep behind siding and be absorbed by sheathing**

Possible settlement have caused horizontal and vertical cracks in the mortar joints in the concrete block walls of the chimney and adjoining wall.



**Cracks in concrete block wall adjacent to door opening**



**Horizontal and step crack at chimney wall**



**Horizontal and step cracks in concrete block walls of chimney**

**B.     Recommendations:**

The following conditions will require additional investigation to determine the extent of damage to the structure:

- Remove portions of the insulation in the attic to allow for access to the view the exposed roof deck. Any damage observed will be documented and evaluated for the extent of damage as well as repair recommendations.
- Remove portions of the damaged trim to expose the exterior sheathing for evaluation of possible damage and deterioration of the sheathing. Similar investigation of the condition of sheathing in the vicinity of the overflowing and failing gutters.
- Install gauges on two walls with cracks and movement to record any further movement.

**D.     Summary:**

The Commonwealth of Massachusetts Building Code has been updated several times since the building was designed in the 1983. The updated Codes have increased the requirements of hurricane, wind, snow and seismic loadings sustained which was based on studies of actual damage to structures and the accompanying storms. The current facility may be susceptible to damage that may affect emergency services provided during one of the above events.

Our structural review of the building is based only on the areas which were not concealed by exterior grades, slabs, interior finishes or other obstructions. Other recommended repairs and maintenance procedures should be implemented to eliminate possible future damage to the structure.





This Architectural Existing Facilities Evaluation of the Town of Wellfleet Police Department building includes assessment of the construction and weather tightness of the exterior envelope and of the finish and function of interior elements. General observations common to most areas of the facility are discussed and issues regarding individual spaces are further detailed, as necessary, in following reports provided by consultants with expertise in other engineering disciplines. Also, although a review of the facility with regard to the Building Code is provided in a separate section of this Study, references to specific Code conditions are included in this section, as well as in sections by other engineering disciplines. Selective demolition of the exterior envelope or interior elements in these buildings was not performed; comments and issues presented in this assessment are the result of visual observation only and document research.

The current Police Station was constructed in 1983 and, according to the Wellfleet Assessor Property Data, original construction documents and onsite observation, is 10,680 gross square feet in area. Although the Assessor's Card describes the building as being comprised of a First Floor and Basement, the categorization of the lowest level as a basement is not in accordance with the definition of the Code. As discussed in the Code Analysis section of this Study, this building is considered a two-story building with a lower floor and upper floor; for the purposes of this Study, the lower floor shall be referred to as the Garage Level and the upper floor shall be referred to as the First Floor. The area of the First Floor, which houses the Police Department, is approximately 5,152 gross square feet of floor area. The Garage Level, which formerly housed the Fire Department and now has offices housing the Water Department, is approximately 5,528 square feet in floor area. There are small sheds onsite which are described in the Landscape section of this Study and a small Generator enclosure addition at mid-level between the Garage Level and the First Floor.

According to the Wellfleet Assessor's card and documents on file at the Building Department, the building is constructed of wood framing for the walls and roof on the First Floor and for the walls and roof for the office area of the Garage Level. The rest of the Garage Level, housing the former Fire Department apparatus bay and mechanical rooms, is constructed of cast in place concrete foundation walls with precast concrete planks for the floor above supported by steel column and beam construction. In the current code, this unprotected wood framed construction is considered to be Type V-B (Roman numeral 5 – B) and is discussed further in the Code Analysis section of this Study.

Egress from both floor levels is provided at grade with the building being built into the slope of a hill. A non-fire rated stair connects the corridor from the Garage Level to a corridor on the First Floor lobby. This is the only connection between the two levels.



While a police station, as a business use, can be built with Type 5-B wood frame construction by Code, several concerns must be kept in mind. All public safety facilities are intended to continue operation in the event of an emergency. Construction with combustible, unprotected (non-fire rated) materials and without fire protection (sprinklers) creates a risk that the facility may not be functional in some emergencies. Also, the care and safety of any prisoners held at the station is the responsibility of the police department and this type of construction creates a risk to these occupants.



## **EXTERIOR BUILDING ENVELOPE**

### **Exterior Walls**

Exterior walls of the building are constructed of wood framing with vinyl siding and wood trim. Except for a small area of wall on the Garage Level, there are no building permits on file indicate that this siding has been replaced and it is assumed that the siding and trim are original construction. As investigative demolition was not performed, the condition of any existing wood sheathing and wall construction beneath this vinyl siding is unknown. The siding has been damaged and is cracked at many locations around the building and in many areas is discolored from mold and deterioration. As the expected useful life of vinyl siding is 25 – 30 years, this siding has reached the end of its expected life and needs to be replaced.



The wood trim is severely damaged and rotted in many areas. In many places, the trim at the base of the wall is in contact with the ground and has decayed and broken off. Water cascading from overflowing or missing gutters and downspouts has cause failure of the paint on wood trim surfaces throughout. Infestation by mice is reported by the Department and one possible source of infiltration is missing Trim around windows, louvers, doors, cornerboards, eaves, and roof rakes all show severe deterioration and rot and require replacement.







**Exterior Windows and Doors**

The windows are a residential/light commercial type wood double hung window and entrance doors are aluminum storefront entrance system. The exterior aluminum doors and overhead doors at the Sallyport and Garage Level appear to be in good condition.

Other exterior mandoor are painted steel doors in steel frames and are in poor condition. For example, at the Boiler room which is accessed from an exterior mandoor, the door frame can be moved back and forth within the framed opening as if the connection between the door frame and wall is failing. In the Generator addition, the exterior door is wood and is severely damaged from moisture collecting at the base of the door.



**Roofing**

Steep sloped roofs consist of a 3 tab asphalt shingle product which appears to be in good condition and will most likely continue to provide another 10 years of waterproof protection on a plywood deck. According to permits on file at the Wellfleet Building Department, the roofing was replaced in two stages in 2009 and in 2011. These recent installations were re-cover projects where the new shingles were installed on top of the existing shingles with no stripping of the existing material. Typically, shingle installations are installed over a layer building felt but it was not possible to confirm through visual observation only.

**Observations:**

Probably the shingles will not provide protection for its entire advertised life cycle due to the lack of proper ventilation thru ridge vents and eaves. In order to assure longevity and warranty coverage shingle manufactures insist on ventilation to keep shingles cool during the hot summer months. Shingles that are subjected to overheating, result in premature aging due to the evaporation of their essential oils which necessary for water proofing.



The existing construction does provide a detail for ventilation at the eaves with a gap behind the fascia board. This gap is protected by an insect screen but this has been damaged over time and this gap is now mostly unprotected from infiltration by insects or vermin. Spray foam attic insulation installed in 2010 completely infills the space between the roof rafters from eave to ridge, effectively covering the eave and ridge vents and eliminating the possibility of free air flow. (Refer to structural report)



Provision for vent at  
eaves blocked by  
spray foam attic  
insulation

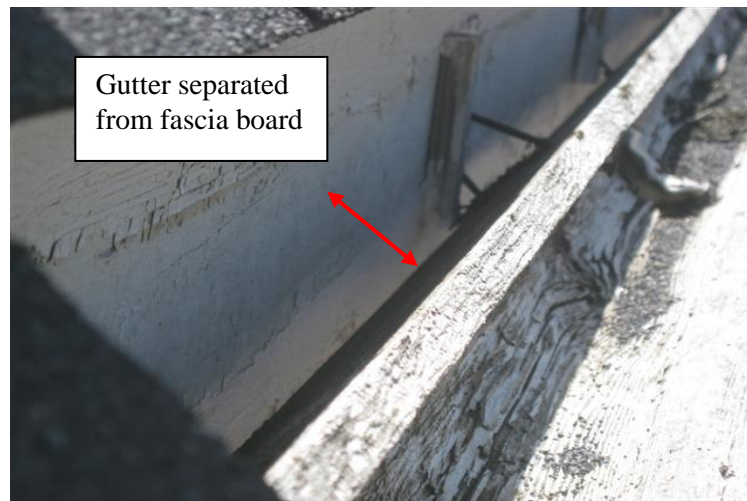


Although the re-covered shingle material on the roofs are relatively new and in good condition, the original wood gutters are in extremely poor condition. The wood is rotted and in disrepair, sections have separated from the fascia boards which also show signs of rot.

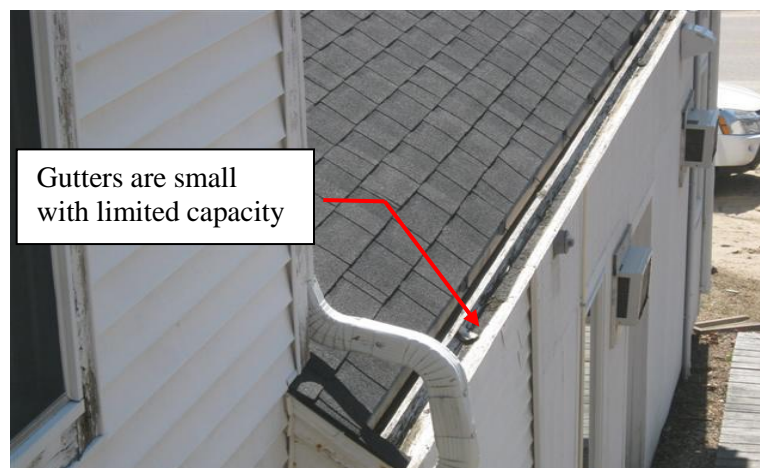


Rotted gutters





The capacity of the gutters is very limited considering the volume of water that sheds down the steep sloped roofs.



Roofs are drained through perimeter aluminum downspouts that are not connected properly to the gutters or are missing completely allowing water to flow freely to the ground level creating slippery conditions during the winter. Water flow from inadequately sized gutters and open downspouts sprays on the building face and has cause severe deterioration of the painted wood trim.



At one location at the top of a stair there is no diverter at the bottom of a valley directly above a door to protect people from cascading water when entering or leaving the facility.

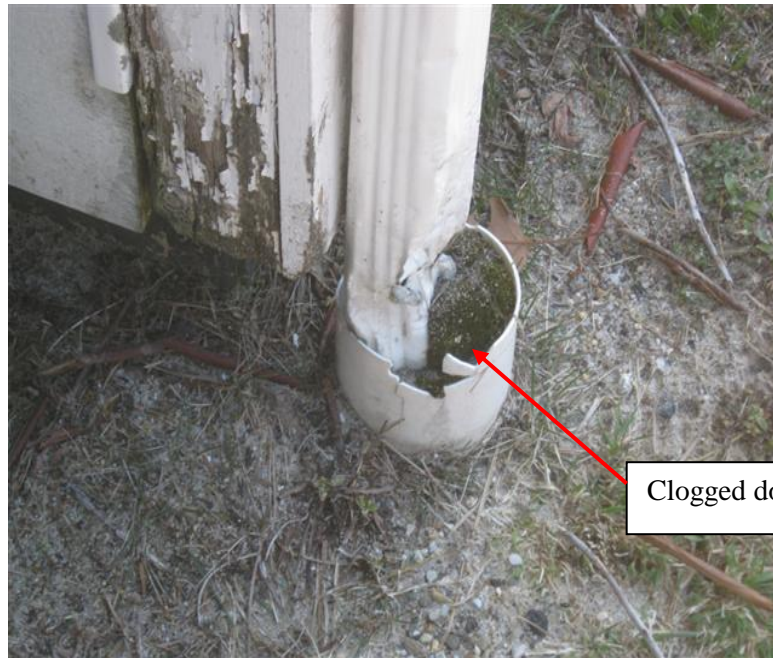


An exhaust fan was observed install on an angle because the curb follows the slope of the roof. For better efficiency and longer life expectancy the fan should be installed flat on a curb fabricated to the slope of the roof.



Numerous downspout connector boot at grade were filled solid with dirt and debris causing the gutters above to overflow. Water accumulates at grade causing the wood trim to rot.





Clogged downspout boot

Wood trim at rakes and eaves on the roofs is rotted and in very poor condition.



Rotted wood trim  
at rake board



## **INTERIOR BUILDING ELEMENTS**

### **Interior Finishes**

Interior wall finishes are painted drywall and plaster in office spaces in the First Floor Police Station and in the Garage Level, painted CMU in the Detention Area, and unfinished cast-in-place concrete in the Apparatus bay area on the Garage Level. These surfaces appear to be well maintained and are in good condition. Step cracking is present in the CMU walls at the door to the Sallyport and at the boiler flue chimney in the detention storage area. Please refer to this discussion in the structural section of this study.

Flooring finishes are VCT and carpet in office spaces in the First Floor Police Station and in the Garage Level, painted concrete in the Detention Area, ceramic tile in Toilet and Locker Rooms, and unfinished cast-in-place concrete in the Apparatus bay area on the Garage level and the Sallyport on the First Floor. Floor finishes are in fair condition and will require replacement in the near future. The bare concrete surfaces show staining but appear structurally sound. Correspondence regarding health issues resulting from damp and moldy carpet are on file in the Building Department, although there has not been correspondence about this in the last 10 years. As the Police Station is on a raised concrete slab, the moisture is from the roof above and not from migration through the slab. However, in the winter if the Apparatus bay below is minimally heated, moisture may condense on the cool slab floor above and create moisture problems over time.

Ceilings throughout the building are painted drywall in corridors and service rooms, such as storage rooms and toilet rooms, and suspended acoustical tile in offices and common spaces. In the detention area, the ceiling is painted drywall throughout. Correspondence regarding health issues resulting from damp and moldy ceilings are on file in the Building Department, although there has not been correspondence about this in the last 10 years. The moisture damage was blamed on faulty mechanical piping and roof leaks which saturated the tile and drywall. In the storage room adjacent to the Sallyport, the drywall ceiling is severely damaged by water which appears to infiltrate at faulty flashing at the boiler flue chimney.

Interior doors are painted steel or varnished wood in metal frames and are in fair condition. Except for the unisex toilet in the entrance lobby, doors do not have accessible lever hardware and many do not provide accessible clearances. At the stair and the detention area entrances, the door frames have metal labels indicating that these openings are fire rated. This is also noted in the original construction documents, however, the actual doors do not have a fire rating and the walls at the detention area and stair are not constructed as fire rated walls. At the detention area the fire rated wall does not extend to the roof deck above and in the stair the non-fire rated door to the adjacent Radio Room do not provide a fire barrier separation. Doors to the Apparatus Bay from the Garage Level stair corridor do not have fire rating labels. These doors are noted on the original construction documents as 1 hour fire rated protectives, however, in a non-sprinklered building the separation between the S-2 Apparatus Bay use group and B Office space is required to be 2 hours. The concrete foundation walls will provide this rating but the doors do not. A door from the entrance lobby to the Administration area has been modified to remove the electric strike access control and is a security breach. The door is secured by a slidebolt only from the office side of the door; if the door is opened from the office side, there is no way to secure it again once in the entrance lobby.

### **Reception and Dispatch**

Dispatch in the police station serves the dispatching needs of the Police, Fire, and Emergency Response departments. A public reception desk is located between the public entrance lobby and the dispatch center. This desk appears to be fabricated out of drywall and wood casework with a glass window above

the desk that provides a view into the dispatch area from the lobby. A voice transfer grille is set into the glass, however, available documentation does not indicate if the desk or glass is bullet resistant. Also, it is unknown whether the walls or doors in the entrance lobby are bullet resistant. As the walls around the dispatch area are not fire rated or separated from the adjacent spaces, the Dispatch area does comply with the recommendations of NFPA 1221 for Emergency Centers. On the Department side of the entrance lobby, the design of the dispatch area leaves this area unsecured. Open access from the offices and corridors, sliding windows, and non-fire rated walls leave this area open and unsecure. The dispatch area is not separated from the Police Station with secure doors and fire-rated partitions and ceilings to protect the room and allow it to continue operation in an emergency situation.



Data, recording, and 911 equipment are located in the Radio Room adjacent to the Roll Call. The enclosure around this room is not fire rated and, in the past, the roof above has leaked leaving this equipment and the dispatch capability of the town at risk. It is recommended that the data, radio, communication, and E911 be in a dedicated and secure fire-rated and cooled room. NFPA 1221 recommends that the dispatch/emergency communications center be protected with 2 hour fire-rated partitions and that the doors to this room or rooms should be fire-rated also. The recommendations stated in NFPA 1221 are intended to provide Emergency Control Centers with the optimum ability to perform in emergency situations. While doing this, these recommendations also provide guidelines for safe functioning of these centers throughout everyday operations.



### **Sallyport and Apparatus Bay Garage**

A single car garage within the building serves as the sallyport and is accessed from the exterior by a motorized overhead sectional door. This door is too small for an ambulance to enter. There is no mandoor to access the sallyport from the exterior or to provide egress from the sallyport in an emergency. A door to the detention/booking area is electronically locked and requires a security code to access the door. Interior and exterior of the sallyport entrance is monitored by security cameras and access is controlled.

Police vehicles are not stored in the sallyport, except for motorcycles and bicycles, and parking for all police and civilian vehicles is open and unsecured. This can allow vandalism of police and personal vehicles. Also, there is not secure storage on site for impounded vehicles to be properly processed. Secure impound areas separate from the Sallyport and protected from weather, should be provided for proper evidence recovery and safety.

No shower or decontamination area is provided off of the sallyport or within the booking / cellblock area for officers to clean themselves or prisoners who require cleaning prior to being put in detention. A small decontamination shower was observed adjacent to the Apparatus Bay, but it is not known if this is operational

Due to a drainage issue cited by the Health Department in correspondence on file at the Building Department, the floor drains in the Sallyport and Apparatus Bay on the Garage Level were required to be sealed. As a result, the pitched slabs in these rooms pond with water when melting snow or rain runs off the police vehicles creating a slip hazard on the concrete floor slabs.



### **Prisoner Processing and Detention**

Prisoner processing and detention is accessed by a mandoor from the sallyport and from the main corridor from the entrance lobby. Egress is provided by the door to the main corridor and through an exterior door to an exterior wood stair to grade. This exterior door is noted on the original construction documents as being controlled by an electronic release and has no visible hardware, including key cylinders, on either the inside or exterior side of the door. Aside from the door not being operated with special knowledge, if the door is secure in a power outage it may not be operable in an emergency. As no mandoor exists to exit the sallyport, egress during an emergency is required to pass through the detention area. Mantraps are not provided at exit doors from the detention area.



Although all egress from the detention area is supervised, two means of egress from this area should be provided. All cell doors are electronically unlocking, the Building Code requires special egress procedures for occupied rooms in Use Group I-3 Occupancy Condition 4 (cells). Egress from cells to the exterior must be limited to passage through no more than 10 doors and must be accomplished with no more than 2 separate keys. As a worst case, all cells require exiting through 3 doors to the exterior; as access with a cell key is required, opening the remaining doors (to the cellblock, exterior stair, and main corridor) must require no more than 1 masterkey.

This area has four cells which are currently used, however, these existing cells have several issues which do not comply with current codes and guidelines.

- Two cells are located off of the holding/booking area for juveniles or women. These cells have hinged, swinging solid steel doors with manual locks; there are no windows in these doors for observation and no vestibule or passage before the cell door so that prisoners are visible to



anyone in the booking these cell doors have small windows for observation. One of these cells opens directly into the booking area and does not provide privacy or sight / sound separation as required and the other cell is accessed through a Matron's room (as described in the original construction documents) which now serves as a storage room with personal property lockers. When the door to the unsupervised cell is opened for food or cellcheck, the occupant is visible to any persons in the holding area.



- Two other cells are located in a separate cellblock for male prisoners. These cells have electrically latching sliding doors, but these doors and the front cell wall are enclosed with bars. Although the bars have been retrofitted with lexan panels to attempt to prevent prisoner self-inflicted injury or suicide, these cell enclosures do not provide the smoke resistance and allow more open space than allowed by Code. All cells are observed and supervised by the detention staff through cameras. Diffusers for the mechanical systems are embedded in the ceilings of the cells and are perforated; the size of the perforations appears to be a violation of the State Health Code which limits the diameter of punched holes for diffuser grilles to minimize the risk for suicide attempts by prisoners.



- Observation windows and pass-through doors are not provided in the cell doors or walls, so the doors must be opened to pass information and food or to secure the prisoner.
- All cells appear to be large enough for handicapped accessibility, however none of the four cells have accessible toilet/sink units.
- No prisoner showers for decontamination are provided in the cellblock.

Booking is handled in an open space entered directly from the sallyport. The booking area has several issues as noted below.

- A holding area is a handcuff rail on the wall adjacent to the Sallyport door but no bench for sitting is provided.
- Booking is processed by an officer at a casework booking station without any security-rated glass.
  - There is not a pass through to receive prisoner property; this must be collected and put into storage lockers in the Matron's room at the juvenile cell.
  - Also, handcuff bars or other restraints are not provided and should be provided to minimize the activity of the prisoner while being processed.
  - The booking station is not handicapped accessible.



- Photos of prisoners as part of the booking process is taken by a camera located in the pre-fab booking station against a neutral gray panel against the opposite wall. There is a handcuff rail or restraint located here to minimize the activity of the prisoner while being processed.





- Evidence is not held in the cellblock. Evidence is stored in a small closet off the main corridor. The booking area, while efficient, has several conditions of concern which should be corrected to maintain safety and security of detainees and provide accessibility to handicapped prisoners.





**Interior Service Spaces**

Locker rooms for male and female officers and civilian staff are located on the first floor main corridor. Both locker rooms are unsecured and open to all personnel.

The interior of the locker rooms is visible from the corridor when the locker room door is opened and provides no privacy for staff and officers. A small toilet stall, sink, and shower are provided in each locker room but are not accessible.



There are no interview room spaces dispersed throughout the department. The interview / interrogation space located within the cellblock has been changed to a Breathalyzer room to support that need. However, no new interview room has been provided to replace the room which was displaced.

One dedicated custodial closet is provided on the main corridor but none is provided in the detention area.

Storage spaces are limited throughout the building and are inadequate for the department. Aside from a central file storage area, storage fills any available space within the building.

The Roll Call room is also used for a lunchroom, meeting room, and a report writing room.

**Recommendations:**

1. Replace vinyl siding and wood trim with new durable and low maintenance siding, such as prefinished fiber-cement siding and solid PVC trim.
2. Regrade around building perimeter to provide six inches minimum clearance between the bottom of the exterior siding/trim and to direct water away and around the building.
3. Flooring finishes, carpet and vinyl tile, should be replaced.
4. The apparatus bay, if not renovated into occupied space, should be heated or the ceiling insulated to protect the floor slab above from moisture condensation.
5. Replace acoustical ceilings throughout and paint all drywall ceilings and soffits. Replace drywall ceilings damaged by water at the Sallyport storage room and at the Radio Room.
6. Provide fire rated construction, including doors, around the stair.
7. Replace the door from the entrance lobby to the Administration area with access control hardware, or remove and infill the wall.
8. Modify walls and doors around Dispatch to provide a two hour fire rated enclosure, secure walls and doors.
9. Provide bullet resistant walls, doors, and windows in the entrance lobby.
10. Move or modify the enclosure around the Radio room to provide a two hour fire rated enclosure.
11. Remove existing shingles, gutters, downspouts and wood trim. Install new 50 year warranty asphalt architectural shingles with correct ridge and eave ventilation to insure it's longevity.
12. Install new aluminum gutters and downspouts with adequate capacity to provide continuous free flow of water to grade. Snake and clean underground storm drain system and replace all the existing wood trim with low maintenance composite white PVC trim.

**Fire Protection**

- 1) The existing Police Station currently does not contain a fire sprinkler system. The size of the facility, based on Massachusetts Codes, would require a sprinkler system, if major renovations are proposed. The building is a wood frame structure on top of the old Fire Station. The building should be completely protected with a fire sprinkler system with a wet system in the occupied portion of the building and a dry system in the attic. The water supply will need to be investigated to determine adequacy for the sprinkler system requirements.

**Plumbing**

- 2) The existing building plumbing systems consist of the following:
  - a) Water Service – The existing water service enters the building in the lower level former Fire Station in the utility room.
  - b) Sanitary System – The sanitary piping is cast iron piping which runs along the ceiling of the old Fire Station and exits along the side wall of the apparatus bay. The apparatus bay contains floor drains which appear to exit out the garage door side of the building into an exterior underground tank. The tank should be an oil/water interceptor. Vent lines from the tank run back into the old Fire Station and rise up to the roof.
  - c) Domestic Hot Water – The domestic hot water heater is located in the exterior boiler room. The water heater is a 68 gallon BOCK oil fired water heater. The water heater is in fair condition and can be reused, if needed. Hot and cold water piping in the boiler room is not insulated.
  - d) Fuel Source – The domestic hot water is heated by oil with two (2) oil tanks located outside under the egress stairs from the Police Station side door. The emergency generator is powered by propane with a tank located alongside the building.
  - e) Fixtures – The plumbing fixtures are not ADA compliant. Toilets are tank type floor mounted. The locker rooms contain one (1) shower in each room (male and female). The plumbing fixtures should all be replaced with low flow ADA fixtures, per current Code.
- b. Mechanical (HVAC) Systems
  - 1) The HVAC system is split system air handling units with units located in the attic and condensing units outside along the side of the building. The original plans for the building indicate four (4) units. There were only three (3) units found during the site visit, with three (3) exterior condensing units; a 4-ton unit, a 3-ton unit, and a 2-ton unit. The indoor units are located in the attic with ductwork in the attic.
    - a) The attic ductwork has large holes along the duct run, long runs of flex duct and fittings that do not allow for proper air flow.
    - b) The ductwork in the attic is not properly insulated.

- c) Fresh air is required to each air handling unit, however, the fresh air louver, which is the larger round louver on the front (parking lot) side of the building, was blocked off.
  - 2) Exhaust fans discharge air up to ductwork in the attic, ducted to an exterior louver on the back side of the building. The plenum connected to the louver is not sealed properly, with open ducts connected to the plenum allowing exhaust air to enter the attic.
  - 3) Heat is provided by an oil fired HB Smith boiler. The boiler appears to be in need of replacement. There is visible wear and corrosion on the boiler and at the piping connections. The boiler is currently operating at an estimate efficiency of 70% based on age and condition of the boiler. Hot water is supplied by two (2) inline pumps feeding baseboard radiation, unit heaters and air handling units.
  - 4) The building computer, tel/data and communications equipment is located in a small closet. The space is cooled by a portable 3/4-ton air conditioning unit. The unit dumps the heat from the cooling process up into the attic above. The unit is undersized for the load.
  - 5) The entire HVAC is inadequate for properly heating, cooling and ventilating the Police Station. The system should be completely upgraded with new systems, properly installed to meet current Code requirements. New systems will provide a more efficient operation (boilers at 95% efficiency, air handling units at 16 SEER).
- c. Electrical
- 1) Power Distribution System:
    - a) The facility is served from three (3) 25 kVA pole mounted transformers on the garage side of the site. The service spans the pole line and drops to the building on the opposite side. The service drop is at the mid-point of the left side of the building. The service meter is located at the service drop.

Overhead service drop to building and meter socket.





- b) The main electric service is rated 200 amps at 120/208 volts, 3 phase, 4 wire. This main switch is located in the basement utility room. It is assumed the main switch is fused at 200 amps. The main distribution panel is located in this room. The “MDP” serves panels P-1, P-1A, P-B and the Plymovent System. The original automatic transfer switch is located in this room. It appears the entire building is supported by the emergency generator.



Main Electric Service

- c) Panel P-B is located in the main utility room and serves the basement electrical loads. Panels P-1, 1A are located in the janitor’s closet on the main level. It appears the Code required work space clearance is not met. The janitor mop sink encroaches on the equipment space; these panels serve all electrical loads on the main level. All electrical panels are ITE equipment, installed in 1982. Panels are in fair conditions. There are limited spaces and spares available within these panels. It was noted that there is a cold water line installed directly about the main disconnect switch. This is a Code violation.

Code required work space violation  
in front of Panels P-1, P1-A.





Code violation of water line directly over main disconnect switch.

2) Emergency Power:

- a) The facility has 100% backup power capability via a 43 kW/54 kVA 0.8 pf Kohler generator. This unit is propane fired. The propane tank is located outside the building on the hill. The generator is located in a dedicated closet, on the left side of the building, accessed from the exterior. This generator was installed June 25, 1997 and is serviced by South Shore Generator.

Kohler Generator



- b) The generator has a 225 amp output breaker.
- c) There is a Kohler main transfer switch located in the generator room. Unable to confirm use of two (2) ATS' in line with each other.



Kohler Main Transfer Switch

- 3) Lighting & Controls:
  - a) In general lighting is recessed fluorescent grid troffers with prismatic lenses. Most original fixtures have been upgraded with T-8 lamps. There are a few old T-12 fixtures remaining. The Call Center has incandescent track fixtures. All light controls are wall mounted toggle switches. There are no automatic motion or occupancy switches.
  - b) All Exit signs are paper only, non-electrified. There are no dedicated Emergency lights. Both the Exit signs and Life Safety lighting means do not comply with current Building Codes.

Paper Exit Signs



- c) Site lighting is provided from one (1) pole mounted fixture, assumed to be a 250 watt HPS lamp and building mounted wallpacks of varying ages and types.
- d) In general all lighting is in fair condition.
- 4) Devices and Branch Circuit Wiring:
  - a) In general there are grounded duplex outlets in all areas. The devices are in poor condition. There are no GFI devices at the Break Room counter as required by Code.

Code violation – GFI outlets required.



- b) The data closet equipment is served by extension cords strung from the next room. This is a Code violation as the extension cords are being used as a substitute for fixed wiring.
- c) There is a mix of romex wire (non-metallic sheathed cable) and “MC” – metal clad cable. It is a Code violation to have unprotected exposed romex wire, all must be concealed.
- 5) Fire Alarm System:
  - a) The main panel is a 4-zone hardwired FCI system. All equipment appears to be original. There are no zone labels on the panel. The system is deficient in every aspect. A/V coverage is very poor. A/V devices do not comply with current candela requirements. A/V units are not synchronized. Mounting heights do not comply with ADA Codes. There are no A/V units in restroom/locker rooms. There are some egress doors without manual pull stations.
- 6) Security:
  - a) There are cameras around building perimeter and in Cell areas.
- 7) Tel/Communication:
  - a) The telephone and communication services are provided from the new Fire Station across the street via a bank of underground conduits crossing between the two buildings.





Telephone & Communication Services.  
Entrance at garage level.



Underground conduits to fire department across street.

b) There is no 911 equipment at this location.

## 2. Summary of Recommendations

- a. Landscape
- b. Structural
- c. Architectural
- d. Fire Protection
- e. Plumbing
- f. Mechanical (HVAC) Systems
- g. Electrical
  - 1) Relocate water line adjacent to and running over main disconnect switch.
  - 2) Replace all standard duplex receptacles within 6 feet of a sink with a ground fault device.
  - 3) Install new LED Exit signs with battery backup and self-contained individual Emergency lighting throughout facility. Provide weatherproof remote emergency heads on exterior at each egress door.
  - 4) Replace fire alarm system with new fully addressable Class A system. Provide addressable detection and audio/visual devices throughout facility.

- 5) Provide dedicated outlets for communication equipment in data closet, eliminate extension cords.
- 3. Appendices
  - a. Town of Wellfleet Assessor's Card
  - b. Existing Conditions Floor Plans



# Wellfleet Police Department

Department Questionnaire  
March, 2014



Provide the following data from any available Demographer's population projection.

Projected Population: .....

End year of Projection: .....

How many Dispatchers are there in your department? .....

4

How many Dispatch work stations are there in your communications center? .....

2

How many Dispatch Call Takers are there in your Department? .....

0

How many Call Taker work stations are there in your communications center? .....

0

How many civilian employees are there in your department? .....

5

How many of the civilian staff are male? .....

0

How many are female? .....

5

If your facility is to have a firing range, how many lanes? .....

No

Will your department utilize a firing arms training simulator? .....

No

**Please provide a statistical history for the past fifteen years for each category below:**

Year	Service Area Population	Full-time Sworn Males	Full-time Sworn Females	Part-time Sworn Males	Part-time Sworn Females	Total Calls for service
1999		11	2			
2000		11	2			
2001		11	2			
2002		11	2			
2003		11	2			
2004		11	2			
2005		11	2			
2006		11	2			
2007		11	2			
2008		11	2			7,058
2009		11	2			7,019
2010		11	2			6,908
2011		10	2			8,491
2012		10	2			9,224
2013	3,000	10	2			8,489
<b>Summers</b>	<b>Population</b>	<b>P.T. Males</b>	<b>P.T.Females</b>		<b>Total FT&amp;PT</b>	
1999		8	0		21	
2000		7	0		20	
2001		7	1		21	
2002		7	1		21	
2003		5	2		20	
2004		5	1		19	
2005		5	1		19	
2006		5	1		19	
2007		8	0		21	
2008		7	0		20	
2009		6	0		19	
2010		7	0		20	
2011		8	1		21	
2012		8	1		21	
2013	20,000	9	0		21	



# Wellfleet Police Department

Department Questionnaire  
March, 2014



**Indicate below how many Patrol shifts you have, their complement and working hours:**

	Complement	Shift start time	Shift end time	Days
Patrol Shift No. 1	Varies	2300	0700	
Patrol Shift No. 2		0700	1500	
Patrol Shift No. 3		1500	2300	
Patrol Shift No. 4				
Patrol Shift No. 5				
Patrol Shift No. 6				

**Please indicate the quantity of each vehicle type in the department's fleet:**

(Check Box for indoor storage)

Marked Cruisers:	4	<input type="checkbox"/>	S.W.A.T./T.R.U. Vans:	<input type="checkbox"/>
SUV Vehicles:		<input type="checkbox"/>	Communications Truck:	<input type="checkbox"/>
Antique Vehicles:		<input type="checkbox"/>	Surveillance Van:	<input type="checkbox"/>
D.A.R.E. Vehicles:		<input type="checkbox"/>	Vans:	<input type="checkbox"/>
Pickup Trucks:		<input type="checkbox"/>	Utility Van:	<input type="checkbox"/>
Motor Homes:		<input type="checkbox"/>	Traffic Trailer:	<input type="checkbox"/>
Bicycles:	2	<input checked="" type="checkbox"/>	Horse Trailer:	<input type="checkbox"/>
Motorcycles:		<input type="checkbox"/>	ATV Trailer:	<input type="checkbox"/>
Meter Carts:		<input type="checkbox"/>	Generator/Light Trailer:	<input type="checkbox"/>
Armored Vehicles:		<input type="checkbox"/>	Boat Trailers:	<input type="checkbox"/>
Helicopters:		<input type="checkbox"/>	Other:	<input type="checkbox"/>
Horses:		<input type="checkbox"/>	Admin. Vehicle	2
			Message Trailer	1

**Indicate your current Holding Cell quantities for each cell type indicated below:**

Type	No.	Type	No.
Adult male single occupancy cell:	2	Male Padded Cells:	0
Adult female single occupancy cell:	1	Male Isolation Cells:	0
Juvenile single occupancy cell:	1	Female Padded Cells:	0
		Female Isolation Cells:	0
Adult male multi-occupant cell:	0	Number of occupants:	
Adult female multi-occupant cell:	0	Number of occupants:	
Juvenile male multi-occupant cell:	0	Number of occupants:	
Juvenile female multi-occupant cell:	0	Number of occupants:	





# Wellfleet Police Department

Department Questionnaire  
March, 2014



**Please indicate the number of current personnel for each department heading:**

## Credit Union

Tellers	0	Supervisors	0
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## Desk Officer/Alternate Response

Desk Officers:	0	Alternate Responders:	0
Sergeants:	0	Civilian Desk Attendants:	0
Lieutenants:	0	Clerical:	0

## Communications Center

Dispatchers:	1 per shift	Captains:	0
Call Takers:	0	Lieutenants:	0
Clerical:	0	Sergeants:	0
Comm.s Supervisor:	0	Other:	0

## Records

Clerical:	0	Lieutenants:	0
Data processors:	0	Sergeants:	0
Civilian Supervisor:	0	Other:	0

## Court Liaison Office

Clerical:	0	Court Liaison Officer:	1
Victim/Witness Advocate	0		

## Taxi/Wrecker Inspections

Clerical:	0	Inspectors:	0
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## Patrol Administration

Clerical	0	Patrol Lieutenants:	1*
Administrative Captains:	0	Patrol Sergeants:	3
Administrative Lieutenants:	0	Auxilliary Commander	0
Administrative Sergeants:	0	Other:	

**Please indicate the number of current personnel for each department heading:**

## Department Administration

Chief:	1	Captains:	0
Deputy Chief:	0	Lieutenants:	1*
Civilian Administrator:	0	Sergeants:	0
Administrative Assistant:	0	Public Affairs:	0
Clerical	0	Other:	0
Chief's Secretary	1		

\* Same staff position



# Wellfleet Police Department

Department Questionnaire  
March, 2014



## Fiscal Unit

Clerical:	0	Technicians:	0
Manager:	0	Other:	0

## Planning & Analysis

Clerical:	0	Technicians:	0
Manager:	0	Other:	0

## Investigative Division

Detectives:	1	Captains:	0
Clerical:	0	Lieutenants:	0
Other:	0	Sergeants:	0

**Indicate how many Investigative shifts you have, their complement and working hours:**

	Complement	Shift start time	Shift end time
Investigative Shift No. 1	1	0700	1500
Investigative Shift No. 2			
Investigative Shift No. 3			
Investigative Shift No. 4			

**Indicate the number of current personnel for each department heading:**

## Vice/Narcotics Division

Narcotics Detectives:	0	Captains:	0
Clerical:	0	Lieutenants:	0
Other:	0	Sergeants:	0

**Indicate how many Vice/Narcotics shifts you have, complement and working hours:**

	Complement	Shift start time	Shift end time
Vice/Narcotics Shift No. 1	0		
Vice/Narcotics Shift No. 2	0		
Vice/Narcotics Shift No. 3	0		
Vice/Narcotics Shift No. 4	0		

## Juvenile Division

Juvenile Detectives:	0	Captains:	0
Clerical:	0	Lieutenants:	0
Social Worker	0	Sergeants:	0
Other:	0		



# Wellfleet Police Department

Department Questionnaire  
March, 2014



**Indicate below how many Juvenile shifts you have, complement and working hours:**

	Complement	Shift start time	Shift end time
Juvenile Shift No. 1	.....	.....	.....
Juvenile Shift No. 2	.....	.....	.....
Juvenile Shift No. 3	.....	.....	.....
Juvenile Shift No. 4	.....	.....	.....

## Homicide Division

Homicide Detectives:	.....	Captains:	.....
Clerical:	.....	Lieutenants:	.....
Other:	.....	Sergeants:	.....

**Indicate how many Homicide shifts you have, complement and working hours:**

	Complement	Shift start time	Shift end time
Homicide Shift No. 1	.....	.....	.....
Homicide Shift No. 2	.....	.....	.....
Homicide Shift No. 3	.....	.....	.....
Homicide Shift No. 4	.....	.....	.....

**Indicate the number of current personnel for each department heading:**

## Special Investigation Division

Detectives:	0	Captains:	0
Clerical:	0	Lieutenants:	0
Other:	0	Sergeants:	0

**Indicate how many Special Investigation shifts you have, complement and working hours:**

	Complement	Shift start time	Shift end time
Special Invest. Shift No. 1	.....	.....	.....
Special Invest. Shift No. 2	.....	.....	.....
Special Invest. Shift No. 3	.....	.....	.....
Special Invest. Shift No. 4	.....	.....	.....

## Crime Analysis

Clerical:	0	Lieutenants:	0
Technicians:	0	Sergeants:	0
Manager:	0	Officers:	0
		Other:	0

## Internal Affairs

Clerical:	0	Captains:	0
Investigators:	0	Lieutenants:	0
Other:	0	Sergeants:	0



# Wellfleet Police Department

Department Questionnaire  
March, 2014



## Evidence & Property

Clerical:	0	Supervisors:	0
Technicians:	0	Lieutenants:	0
Evidence Officers:	0	Sergeants:	0
Other:	0		

## Forensics

Clerical:	0	Supervisors:	0
Technicians:	0	Lieutenants:	0
Evidence Officers:	0	Sergeants:	0
Other:			

**Please indicate the number of current personnel for each department heading:**

## A.F.I.S.

Clerical:		Supervisor:	
Technicians:		Lieutenants:	
Officers:		Sergeants:	
Other:			

## Community Relations - School Resource Officers

Clerical:	0	Captains:	0
Officers:	0	Lieutenants:	0
Other:	0	Sergeants:	0

## Community Oriented Policing Unit

Clerical:	0	Captains:	0
Officers:	0	Lieutenants:	0
Other:	0	Sergeants:	0

## Problem Oriented Policing Unit

Clerical:	0	Captains:	0
Officers:	0	Lieutenants:	0
Other:	0	Sergeants:	0

## Traffic Unit

Clerical:	0	Captains:	0
Officers:	0	Lieutenants:	0
Other:	0	Sergeants:	0

## Training Unit

Clerical:	0	Captains:	0
Officers:	0	Lieutenants:	0
Other:	0	Sergeants:	0





# Wellfleet Police Department

Department Questionnaire  
March, 2014



## Detention

Detention Officer: 0 Matron: On call

Please indicate the number of current personnel for each department heading:

## Vehicle Maintenance

Clerical: 0 Technicians: 0  
Supervisor: 0 Other: 0

## Animal Control

Clerical: 0 Officers: 0  
Supervisor: 0 Other: Civilian 0

## Information Technology/Systems Development

Clerical: 0 Captains: 0  
Supervisor: 0 Lieutenants: 0  
Technicians: 0 Sergeants: 0

## Facility Maintenance

Technicians 0 Other: 0  
Supervisor: 0

## Outside Agency Office

District Attorney 0  
Victim / Witness Advocate 0

## Union Office

Staff 0



# Wellfleet Police Department

## Preliminary Space Needs Program April, 2014



Area/Room Title	Rm.Type	No.Occ.	No.Rms.	Rm.Area	Subtotal	Total
<b>Public Area</b>						
<b>1.0 Lobby</b>						
1.1 Vestibule	6.3	0	1	40 sf	40 sf	
1.2 Lobby/Waiting	13.1	2	1	100 sf	100 sf	
1.3 Public Toilet	7.1	0	1	55 sf	55 sf	
1.3 Public Interview (w/ MIRCS Equip.Closet)	5.2	3	1	95 sf	95 sf	
<b>Public Total:</b>						<b>290 sf</b>
<b>2.0 Records</b>						
2.1 Public Service Request Center	6	0	1	10 sf	10 sf	
2.2 Archive File Area (Manual HD File System)	6.9	0	1	200 sf	200 sf	
<b>Records Total:</b>						<b>210 sf</b>
<b>3.0 Firearms Licensing (MIRCS)</b>						
3.1 Interview Area (Shared with Public Interview)	6.2	2	1	60 sf	(in 2.2)	
3.2 File Area (2 cabinets)	6	0	1	10 sf	10 sf	
<b>Firearms Total:</b>						<b>10 sf</b>
<b>Command / Administration</b>						
<b>4.0 Command</b>						
4.1 Reception/Waiting (in Lobby)	3.1	2	1	40 sf	(in 1.2)	
4.2 Administrative Assistant's Office	1.3	1	1	130 sf	130 sf	
4.3 File Area	6.2	0	1	25 sf	25 sf	
4.4 Supplies Storage	6.2	0	1	25 sf	25 sf	
4.5 Lieutenant's Office w/ Mtg. Area for 2	1.5	1	1	175 sf	175 sf	
4.6 Chief's Office w/ Mtg. Area for 4	1.7	1	1	225 sf	225 sf	
4.7 Storage (adj to Chief's Off)	6.2	0	1	25 sf	25 sf	
4.8 Conference Room (EOC)	3.2	10	1	250 sf	250 sf	
<b>Command Total:</b>						<b>855 sf</b>
<b>Operations</b>						
<b>5.0 Dispatch</b>						
5.1 Public Service Counter ( w/pass thru)	6.2	0	1	25 sf	25 sf	
5.2 Communications Center	4.1	2	1	240 sf	240 sf	
5.3 Staff Lockers	6	1	1	10 sf	10 sf	
5.4 Break Rm (Shared with Command and Patrol)	3.3	3	1	90 sf	90 sf	
5.5 Toilet	7.1	0	1	55 sf	55 sf	
5.6 Comm. Equip./ Video & Data Server Rm.	6.8	0	1	150 sf	150 sf	
<b>Dispatch Total:</b>						<b>570 sf</b>

Area/Room Title	Rm.Type	No.Occ.	No.Rms.	Rm.Area	Subtotal	Total
<b>6.0 Patrol</b>						
6.1 Patrol Officers / Report Writing	2.1	8	1	480 sf	480 sf	
6.2 Squad Room (within above)	3.1	3	1	60 sf	60 sf	
6.3 Photocopy / Mail Alcove (within above)	6.2	0	1	25 sf	25 sf	
6.4 Defibulator Stor./Charging/ Equip.Checkout	6.1	0	1	15 sf	15 sf	
<b>Patrol Total:</b>						<b>580 sf</b>
<b>7.0 Detective</b>						
7.1 Detective / Court Liaison Office	1.2	1	1	120 sf	120 sf	
7.2 Secure Storage	6.1	0	1	15 sf	15 sf	
<b>Detective Total:</b>						<b>135 sf</b>
<b>8.0 Animal Control</b>						
8.1 Utility Room	6.3	0	1	40 sf	40 sf	
8.2 Animal Room	6.4	0	1	60 sf	60 sf	
8.3 Outdoor Running Area	13.5	0	1	120 sf	Outside	
<b>Animal Control Total:</b>						<b>100 sf</b>
<b>Prisoners / Evidence</b>						
<b>9.0 Sally Port</b>						
9.1 Vehicle Bay (24' Ambulance must fit)	11.1	0	1	510 sf	510 sf	
9.2 Vehicle Processing / Impound a	11.1	0	1	480 sf	480 sf	
9.3 Bicycle Storage	6.4	0	1	60 sf	60 sf	
9.4 Emergency Shower/Eyewash	8.2	0	1	5 sf	5 sf	
9.5 Secure Storage (within Sally Port)	6.4	0	1	60 sf	60 sf	
<b>Sally Port Total</b>						<b>1,115 sf</b>
<b>10.0 Prisoner Processing</b>						
10.1 Processing Area (inc. Intox., finger printing)	13.4	3	1	330 sf	330 sf	
10.2 Personal Effects Storage	8.1	12	1	30 sf	30 sf	
<b>Prisoner Processing Total:</b>						<b>360 sf</b>
<b>11.0 Detention</b>						
11.1 Handicapped Cells (Incl.anteroom)	10.3	1	3	150 sf	450 sf	
11.2 Additional Cells, Incl.anteroom	10.2	1	1	120 sf	120 sf	
11.3 Interview Room	5.1	3	1	100 sf	100 sf	
11.4 Custodial / Storage Closet	6	0	1	10 sf	10 sf	
<b>Detention Total:</b>						<b>680 sf</b>
<b>12.0 Evidence Processing</b>						
12.1 Evidence Receiving	6.5	0	1	80 sf	80 sf	
12.2 Evidence Processing Room	6.7	0	1	150 sf	150 sf	
12.3 Drug Storage (ventilated cabinet)	6	0	1	5 sf	5 sf	
12.4 Evidence Storage (HD+shelves)	14.1	0	1	200 sf	200 sf	
<b>Evidence and Property Total:</b>						<b>435 sf</b>

Area/Room Title	Rm.Type	No.Occ.	No.Rms.	Rm.Area	Subtotal	Total
<b>Staff and Building Support</b>						
<b>13.0 Staff Facilities</b>						
13.1 Male Staff Locker Room (incl. seasonal)	8.4	20	1	300 sf	300 sf	
13.2 Male Toilet	7.1	0	1	75 sf	75 sf	
13.3 Male Shower	9.1	0	1	30 sf	30 sf	
13.4 Female Staff Locker Rm. (incl. seasonal)	8.4	8	1	120 sf	120 sf	
13.5 Female Toilets	7.1	1	1	60 sf	60 sf	
13.6 Female Shower	9.1	1	1	30 sf	30 sf	
13.7 Miscellaneous Staff Toilets	7.2	0	2	75 sf	150 sf	
13.8 Physical Training	14.1	0	1	200 sf	200 sf	
13.9 Weapons Cleaning / Storage (1 station)	6.5	0	1	80 sf	80 sf	
<b>Staff Facilities Total:</b>						<b>1,045 sf</b>
<b>14.0 Building Maintenance</b>						
14.1 Custodial Closets	6.2	0	2	25 sf	50 sf	
14.2 Receiving	6.3	0	1	40 sf	40 sf	
14.3 Cleaning Supplies Storage	6.2	0	1	25 sf	25 sf	
14.4 Bulk Storage	6.7	0	1	120 sf	120 sf	
<b>Bldg. Maintenance Total:</b>						<b>235 sf</b>
<b>15.0 Building Services</b>						
15.1 Data Wiring Closets		0	2	25 sf	50 sf	
15.2 Mechanical Room		0	1	150 sf	150 sf	
15.3 Sprinkler Room		0	1	100 sf	100 sf	
15.4 Electrical Room		0	1	150 sf	150 sf	
15.5 Emergency Electrical Room		0	1	60 sf	60 sf	
15.6 Emergency Generator (outside)		0	1	400 sf	Outside	
<b>Building Services Total:</b>						<b>510 sf</b>
<b>Net to Gross Adjustment</b>						
Total Net Program Area						7,130 sf
Net to Gross Adjustment (40%)						2,850 sf
<b>Gross Building Area:</b>						<b>9,980 sf</b>





# STAFF INTERVIEWS

**WELLFLEET POLICE DEPARTMENT**  
**WELLFLEET, MA (KBA 14006.00)**  
by Michael J McKeon and Todd Costa

Page: 1 of 7  
Meeting Date: April 9, 2014  
Issue Date: April 24, 2014

***Note:** Please read these minutes for clarifications, errors or omissions. These minutes will become part of the permanent project record as of two weeks from the issue date above. All corrections must be incorporated prior to that date.*

**SUMMARY:** Interview meetings were held on Wednesday April 9, 2014 at the Wellfleet Police Headquarters.

**PRESENT:** Chief Ronald Fisette, Wellfleet Police Department (WPD)  
Clerk Ilene Davis , WPD  
Todd Costa, KBA  
Michael McKeon, KBA

**COPIES:** Chief Fisette , File

**DISCUSSION:** The following items were reviewed / discussed, not necessarily in the order presented:

## **General:**

- What is the shift size and what personnel make up each shift?
  - Winter: One (1) Lieutenant. or one (1) Sergeant O.I.C plus one (1) Patrol Officer. If no Lt. or Sgt. is on shift, the senior officer is the O.I.C.
  - Summer: One (1) Lieutenant. or one (1) Sergeant) OIC plus two (2) Patrol Officers.
- Shift schedule:
  - Winter: 2300 - 0700 (2 staff) , 0700 - 1500 (2or 3 staff), 1500 -2300 (2 staff )
  - Summer: 2300 - 0700 (3 staff) , 0700 - 1500 (3 staff), 1500 -2300 (2-3 staff )
- Patrol Sergeants
  - Three (3) total full time. -(1) per shift.. 3-4 Desks required–
- Patrol Officers
  - Currently seven (7) officers total full time. All officers have work station and file cabinet.
  - Future: Eight or nine (8-9) offices may be required.
  - Squad room, roll call with Taser storage.
  - Thirteen to fourteen (13-14) sworn officers total (full time) would be a *full* staff complement.
- Busiest times/dates:
  - Weekdays busiest during business hours. (9:00am –8:00pm). Weekends busier.
  - High Season: Mid to end of June through Labor Day. Weekends are busy through Columbus Day
  - Off Season: Oyster Fest in October (weekend after Columbus Day) is very busy (30,000 visitors)
- Are there any special agencies / occupants?
  - Not really, occasional visits from State Police and Environmental Police. Park Rangers very infrequently. Can use conference room. Detective can also use for small group privacy.
- Who handles the following?
  - **3.0 MIRCS/ CJIS**
    - Officer LaRocco processes applications. About 300 per year
    - Chief interviews (by appointment) if person is a first time applicant
    - Needs two (2)secure 4-drawer file cabinets convenient to process area
  - National **Incident- Based Reporting** System (NIBRS) Representative - monthly reports.
    - The Administrative Assistant with Chief oversight.
    - 1C.J.I.S. station works with I.M.C.



# STAFF INTERVIEWS

**WELLFLEET POLICE DEPARTMENT**  
**WELLFLEET, MA (KBA 14006.00)**  
by Michael J McKeon and Todd Costa

Page: 2 of 7  
Meeting Date: April 9, 2014  
Issue Date: April 24, 2014

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- Log, read, and print daily reports.
    - Officer writes it up and Shift O.I.C. reviews.
  - Details- Fill, Bill, and Tally
    - Administrative Assistant and O.I.C. – “paged out”
    - The Administrative Assistant is responsible for billing
  - Overtime- Fill and Tally
    - The O.I.C. manages the shift overtime.
    - The Administrative Assistant does payroll.
  - Citations- record, mail, and audit.
    - Officer responsible for computer system entry
    - Administrative Assistant sends State audit sheet to Registry.
  - Any extraordinary PD functions that require special accommodation within the station?
    - Animal control function requires space
    - No daily functions, really but back up for crossing guards is required.
- Parking Requirements:**
- Ten (10) spaces required for shift workers—This includes private vehicles at biggest shift change.
  - Parking for Six (6) cruisers required.
  - Public parking for six (6) vehicles should be sufficient.

## 1.0 Lobby:

- Who will greet the public in the main lobby?
  - Currently the Dispatcher greets all.
- Need forms/fill out station
- Public restrooms. – 1 in lobby.
- Soft Interview /Safe Room
- 3.0 MIRCS/Firearms processing Room may be part of the soft interview Rm.—.

### (1.0 + 11.0) Interview Rooms:

- One (1) Soft Interview /MIRCs processing required by main lobby (public). One (1) required in Detention.

## 2.0 Records:

- Requests taken by Dispatch, evaluated by Administrative Assistant
  - Report is emailed, or left for pickup
  - HD shelving system preferred — Currently have three (3) 5drawer and nineteen (19) 4 drawer – file cabinets in Records Storage Rm
  - Access to printer/copier required
  - Work Station for digital access
  - Three (3) 4 drawer file Cabinets required for Dept. Finance records (can be in locked section of HD File)



# STAFF INTERVIEWS

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## 4.0 Command/Administration:

- Administrative Assistant's Office:  
The AA works directly with the Chief, and perhaps also with a Deputy Chief in the future.
  - Waiting Area required?
    - No. Visitors can wait in Lobby
  - Work Area – Computer, Files, Copier/Fax required?
    - Yes
  - Secure Record Storage in lockable file cabs
    - Yes, Personnel records etc. in storage room off/near Admin. Asst. office – Separate file required for medical
  - Archive Storage
    - Yes, may be remote
    - Currently have twenty-two (22) file cabs in lower level record storage room
  - Office Supplies Storage Closet
    - Yes, nearby
- Chief's Office:
  - Yes, office workspace with meeting table for 3-4 and
  - Storage Closet (inc. files and equipment)
- Lieutenant's Office(#2 in command) :
  - Typ. Office workspace. Two visitors
  - Conference Room / Multiuse space Required for meetings of up to 8-10 people.
  - As noted elsewhere, can be used as higher level EOC (Chief is EMA Director)
- Toilet rooms / Coffee Bar
  - One (1) toilet and a coffee bar alcove (can be shared with Dispatch / Patrol) are required.
  - Also a coat closet for admin staff is needed

## 4.8 Conference Room /EOC: -

Training Rm. WPD Currently uses the room next door at FD. This serves WPD as a training and an EOC. A smaller scale ( Cap:8-10 ) conference Rm./small EOC in the command area would work for WPD

- The Police Chief is the Emergency Management Director for the Town
  - What agencies and how many people would attend EOC?6-8 people max.
  - Participating agencies may include:
    - Police
    - Fire
    - Town Administrator
    - DPW
    - Maybe Harbor Master



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- How many people should we be designing for?
  - 8 to 10 total seats at table
  - EOC: 6 spaces for “working” group
- Smart Board, projection, audio, video, Radio connections
  - Yes, plus data (VoIP)

## **5.0 Communications/Dispatch Center: - WPD is not a PSAP**

- Full time Dispatchers – civilian & officers?
  - Full and part time Dispatchers are civilians Four (4) full time and Three (3) part time, Need two full work stations.
  - Need a total of eight (8) personal lockers to accommodate the full dispatch crew.
  - Supervised by O.I.C
- E911- thru Verizon?
  - The PD is not PSAP. Basnstable County is the E-911 call-taker for Wellfleet Police.
- Need cabinet for lost & found items?
  - Yes, but only a small cabinet or drawer is needed to accommodate L&F operation. 7 day storage, L&F transfers to the Evidence Storage room after 7 days.
- Existing dispatch console equipment not to be reused
  - Vendor may be Comtronics. Dept to confirm
- Area for copy machine?
  - Area adjacent to provide dispatch for copy machine. A local printer & separate printer for C.J.I.S is needed within dispatch.
- Would like to have windows and natural light?
  - Not a requirement for the operation of the space. – Borrowed light is Acceptable
- How many full duty console stations required?
  - Two (2) full duty console PD dispatch stations.
- Bullet resistant transaction window?
  - Yes
- Wireless capabilities?
  - Yes, throughout the station.
- Separate dedicated break room and toilet room?
  - Yes.
- Server room.
  - To be combined with radio and security equipment.
  - Needs monitor and keypad station
- Shift Command Sergeant/Lieutenant / Officer in Charge
  - Works from their own desk/work station





# STAFF INTERVIEWS

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## 6.0 Patrol:

- OIC Sergeant ?
  - Currently have three (3) patrol sergeants. 1 on each shift (Lt. fills in)
    - Shared office should contain One (1) desk and file per Sgt. Plus other storage to be shared.
- Squad Room
  - Desk tops/file drawers for up to eight ( 8 ) (Detective separate)
  - Can be used as small training area(will be a multi-use space)
  - Report writing at individual desks:
  - Mail boxes required nearby
  - Kitchenette unit in the break room?
    - Refrigerator, & Microwave to be shared with Admin and Dispatch
- Officers Lockers: 2' x 2' ventilated with oversized drawer below and charging outlet inside.
  - Total of fifteen (15) male and Five (5) female required.
- Small Fitness / Physical Training room required.
- Need storage room for small equipment; Incl. night vision, hand held radar, portable radio units (incl. non-issued), spare parts.

## 7.0 Detective:

- Detective / Court Liaison Officer:
  - Private office workspace and place for two visitors preferred
- Interview room (can use the one in lobby or detention area)
  - Need to record video and audio.
  - Cameras should be concealed and out of vision.
- Separate interview room for children with toys etc. and child friendly?
  - Not required – use County Children's Cove facility in Barnstable
- Secured File Storage Room- How are files stored now?
  - Need space for files off Det. Off.
  - Currently 1x 4 drawer cabinets and 1x 2 drawer cabinets.
- Cyber Crime Office? Not done here – All “electronic” evidence sent Barnstable County
- Separate Officer / Domestic Violence Liason Offices? Not required. Use off-site resources

## Other Shared Office / Workspace Areas?:

- Vehicle / Equipment Maintenance Officer? – No Maintenance done on site. Work done by private company
- School Resource Officer? Not required (Wellfleet only has an elementary school in town, no MS or HS)
- I.T. Officer?
  - All IT work done through County
  - County has remote access to Station



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## 8.0 Animal Control:

- 1 officer plus storage and temp holding..
- Exterior kennel / Interior if possible.

## 9.0 Sally Port:

- One (1) bay for prisoner transfer (one must fit 24' ambulance + stretcher)
  - Need second bay for vehicle processing? Within maintenance bay
- Capability to wash the cruisers required?
  - Desirable. May be outside. (pressure washer?)
- Any special vehicles in need of interior storage?
  - See questionnaire for vehicle storage types/numbers
  - Storage in auxiliary structure
- Doors must be sized to fit an Ambulance ?
  - Yes, see above
- Tire storage & mechanic storage area? – 12 Tires at a time
  - Yes, a vehicle maintenance shop is required (sim. to Watertown PD)

## 10.0 Prisoner Processing + 11.0 Detention: Regional lockup houses most prisoners.

- Personal affects lockers for up to ( \_12-15\_ ) prisoners.
- Need area to hose-off soiled prisoners?
- Small area for blanket storage? Minimum
- Arresting officer books their prisoner sometimes, with assistance from another Officer
- Number of all Cells required? Currently have 4 but with individual sight/sound separation the total may be able to be reduced to three (3-) – both audio and video recording required
- Three of the total to be handicapped accessible.
- Breathalyzer- Locate at processing area?
- Finger Printer: Currently Wet. Would prefer AFIS
- Spit shield required at processing station desired
- Bail Bondsman booth at detention release vestibule? Not required
- TIPS phones in cells? - No
- Prefer Sliding cell doors with electric latches.

## 12.0 Evidence:

- Evidence Collection: -
  - Officers bag, tag, and heat seal evidence.
  - Placed in Drop Off / Pass Through unit by Officers (unit must handle long guns and rape kits)



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- Registering of Evidence?
  - Evidence Officer removes from pass through, registers in system and stores (need separate drug storage) or prepares for shipment to County Lab.
- How many people handle the evidence?
  - One officer (1) is authorized
- How is evidence stored?
  - Need HD file
- Drug and gun storage
  - Drug Storage in vented Cabinet
  - Gun Storage in HD (2-3 month storage for Restraining Order guns ,locked( 6 – 12 at a time)

## **(13.0) Weapons Cleaning / Storage:**

- Weapons Cleaning with secure storage for guns and ammunition
  - One (1) work areas
  - Lighter color chemical resistant countertop.
  - Lockable storage for guns within the space.
  - Fume hood-type ventilation (flowable air vent on wall), clearing trap
- Storage for seized firearms? Yes but up to 6-8 maximum. More are sent out for bonded storage
- Armory needs to store (can be within lockable cabinet with rollup door.)
  - Two Thousand (2000) rounds of ammunition for short and long guns.
  - 10 handguns
  - 5 long guns
  - 12 Tasers ( issued each shift) may be separate





# Wellfleet Police Department

## Preliminary Space Needs Program April, 2014



Area/Room Title	Rm.Type	No.Occ.	No.Rms.	Rm.Area	Subtotal	Total
<b>Public Area</b>						
<b>1.0 Lobby</b>						
1.1 Vestibule	6.3	0	1	40 sf	40 sf	
1.2 Lobby/Waiting	13.1	2	1	100 sf	100 sf	
1.3 Public Toilet	7.1	0	1	55 sf	55 sf	
1.3 Public Interview (w/ MIRCS Equip.Closet)	5.2	3	1	95 sf	95 sf	
<b>Public Total:</b>						<b>290 sf</b>
<b>2.0 Records</b>						
2.1 Public Service Request Center	6	0	1	10 sf	10 sf	
2.2 Archive File Area (Manual HD File System)	6.9	0	1	200 sf	200 sf	
<b>Records Total:</b>						<b>210 sf</b>
<b>3.0 Firearms Licensing (MIRCS)</b>						
3.1 Interview Area (Shared with Public Interview)	6.2	2	1	60 sf	(in 2.2)	
3.2 File Area (2 cabinets)	6	0	1	10 sf	10 sf	
<b>Firearms Total:</b>						<b>10 sf</b>
<b>Command / Administration</b>						
<b>4.0 Command</b>						
4.1 Reception/Waiting (in Lobby)	3.1	2	1	40 sf	(in 1.2)	
4.2 Administrative Assistant's Office	1.3	1	1	130 sf	130 sf	
4.3 File Area	6.2	0	1	25 sf	25 sf	
4.4 Supplies Storage	6.2	0	1	25 sf	25 sf	
4.5 Lieutenant's Office w/ Mtg. Area for 2	1.5	1	1	175 sf	175 sf	
4.6 Chief's Office w/ Mtg. Area for 4	1.7	1	1	225 sf	225 sf	
4.7 Storage (adj to Chief's Off)	6.2	0	1	25 sf	25 sf	
4.8 Conference Room (EOC)	3.2	10	1	250 sf	250 sf	
<b>Command Total:</b>						<b>855 sf</b>
<b>Operations</b>						
<b>5.0 Dispatch</b>						
5.1 Public Service Counter ( w/pass thru)	6.2	0	1	25 sf	25 sf	
5.2 Communications Center	4.1	2	1	240 sf	240 sf	
5.3 Staff Lockers	6	1	1	10 sf	10 sf	
5.4 Break Rm (Shared with Command and Patrol)	3.3	3	1	90 sf	90 sf	
5.5 Toilet	7.1	0	1	55 sf	55 sf	
5.6 Comm. Equip./ Video & Data Server Rm.	6.8	0	1	150 sf	150 sf	
<b>Dispatch Total:</b>						<b>570 sf</b>



Area/Room Title	Rm.Type	No.Occ.	No.Rms.	Rm.Area	Subtotal	Total
<b>6.0 Patrol</b>						
6.1 Patrol Officers / Report Writing	2.1	8	1	480 sf	480 sf	
6.2 Squad Room (within above)	3.1	3	1	60 sf	60 sf	
6.3 Photocopy / Mail Alcove (within above)	6.2	0	1	25 sf	25 sf	
6.4 Defibulator Stor./Charging/ Equip.Checkout	6.1	0	1	15 sf	15 sf	
<b>Patrol Total:</b>						<b>580 sf</b>
<b>7.0 Detective</b>						
7.1 Detective / Court Liaison Office	1.2	1	1	120 sf	120 sf	
7.2 Secure Storage	6.1	0	1	15 sf	15 sf	
<b>Detective Total:</b>						<b>135 sf</b>
<b>8.0 Animal Control</b>						
8.1 Utility Room	6.3	0	1	40 sf	40 sf	
8.2 Animal Room	6.4	0	1	60 sf	60 sf	
8.3 Outdoor Running Area	13.5	0	1	120 sf	Outside	
<b>Animal Control Total:</b>						<b>100 sf</b>
<b>Prisoners / Evidence</b>						
<b>9.0 Sally Port</b>						
9.1 Vehicle Bay (24' Ambulance must fit)	11.1	0	1	510 sf	510 sf	
9.2 Vehicle Processing / Impound a	11.1	0	1	480 sf	480 sf	
9.3 Bicycle Storage	6.4	0	1	60 sf	60 sf	
9.4 Emergency Shower/Eyewash	8.2	0	1	5 sf	5 sf	
9.5 Secure Storage (within Sally Port)	6.4	0	1	60 sf	60 sf	
<b>Sally Port Total</b>						<b>1,115 sf</b>
<b>10.0 Prisoner Processing</b>						
10.1 Processing Area (inc. Intox., finger printing)	13.4	3	1	330 sf	330 sf	
10.2 Personal Effects Storage	8.1	12	1	30 sf	30 sf	
<b>Prisoner Processing Total:</b>						<b>360 sf</b>
<b>11.0 Detention</b>						
11.1 Handicapped Cells (Incl.anteroom)	10.3	1	3	150 sf	450 sf	
11.2 Additional Cells, Incl.anteroom	10.2	1	1	120 sf	120 sf	
11.3 Interview Room	5.1	3	1	100 sf	100 sf	
11.4 Custodial / Storage Closet	6	0	1	10 sf	10 sf	
<b>Detention Total:</b>						<b>680 sf</b>
<b>12.0 Evidence Processing</b>						
12.1 Evidence Receiving	6.5	0	1	80 sf	80 sf	
12.2 Evidence Processing Room	6.7	0	1	150 sf	150 sf	
12.3 Drug Storage (ventilated cabinet)	6	0	1	5 sf	5 sf	
12.4 Evidence Storage (HD+shelves)	14.1	0	1	200 sf	200 sf	
<b>Evidence and Property Total:</b>						<b>435 sf</b>

Area/Room Title	Rm.Type	No.Occ.	No.Rms.	Rm.Area	Subtotal	Total
<b>Staff and Building Support</b>						
<b>13.0 Staff Facilities</b>						
13.1 Male Staff Locker Room (incl. seasonal)	8.4	20	1	300 sf	300 sf	
13.2 Male Toilet	7.1	0	1	75 sf	75 sf	
13.3 Male Shower	9.1	0	1	30 sf	30 sf	
13.4 Female Staff Locker Rm. (incl. seasonal)	8.4	8	1	120 sf	120 sf	
13.5 Female Toilets	7.1	1	1	60 sf	60 sf	
13.6 Female Shower	9.1	1	1	30 sf	30 sf	
13.7 Miscellaneous Staff Toilets	7.2	0	2	75 sf	150 sf	
13.8 Physical Training	14.1	0	1	200 sf	200 sf	
13.9 Weapons Cleaning / Storage (1 station)	6.5	0	1	80 sf	80 sf	
<b>Staff Facilities Total:</b>						<b>1,045 sf</b>
<b>14.0 Building Maintenance</b>						
14.1 Custodial Closets	6.2	0	2	25 sf	50 sf	
14.2 Receiving	6.3	0	1	40 sf	40 sf	
14.3 Cleaning Supplies Storage	6.2	0	1	25 sf	25 sf	
14.4 Bulk Storage	6.7	0	1	120 sf	120 sf	
<b>Bldg. Maintenance Total:</b>						<b>235 sf</b>
<b>15.0 Building Services</b>						
15.1 Data Wiring Closets		0	2	25 sf	50 sf	
15.2 Mechanical Room		0	1	150 sf	150 sf	
15.3 Sprinkler Room		0	1	100 sf	100 sf	
15.4 Electrical Room		0	1	150 sf	150 sf	
15.5 Emergency Electrical Room		0	1	60 sf	60 sf	
15.6 Emergency Generator (outside)		0	1	400 sf	Outside	
<b>Building Services Total:</b>						<b>510 sf</b>
<b>Net to Gross Adjustment</b>						
Total Net Program Area						7,130 sf
Net to Gross Adjustment (40%)						2,850 sf
<b>Gross Building Area:</b>						<b>9,980 sf</b>



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

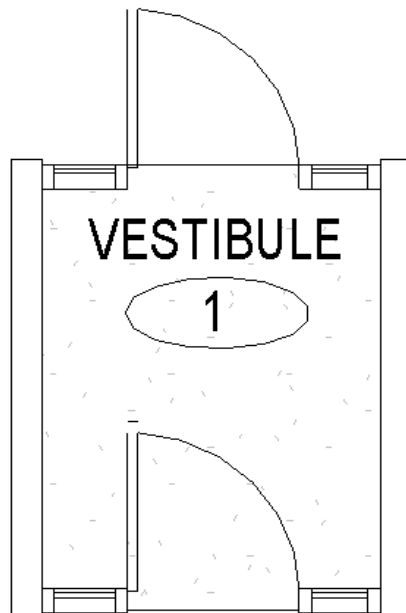


### Public Area

#### 1.0 Lobby

#### 1.1 Vestibule

Normal occupancy: 0  
Normal hours: 24 hours  
Normal days: S-S



#### Finishes

Floors: Walk-off carpet & metal entrance mat  
Walls: Painted gyp bd  
Ceiling: Acoustic tile; gyp bd soffits  
Countertops: None  
Casework: None

#### Lighting:

Recessed & wall mounted general lighting

#### Security:

CCTV cameras monitoring the approach to the lobby; magnetic locks at the vestibule doors with a key switch activation from the service window to provide emergency lockdown capabilities; these locks will be tied into the fire alarm system to allow egress under an alarm condition

#### Furniture:

None

#### Casework & Built-ins:

None

#### Equipment:

None

#### Plumbing:

None

#### Electrical:

General outlets

#### Adjacencies:

Lobby, Parking

#### Additional Comments:

Room area:

40 sf



# Wellfleet Police Department

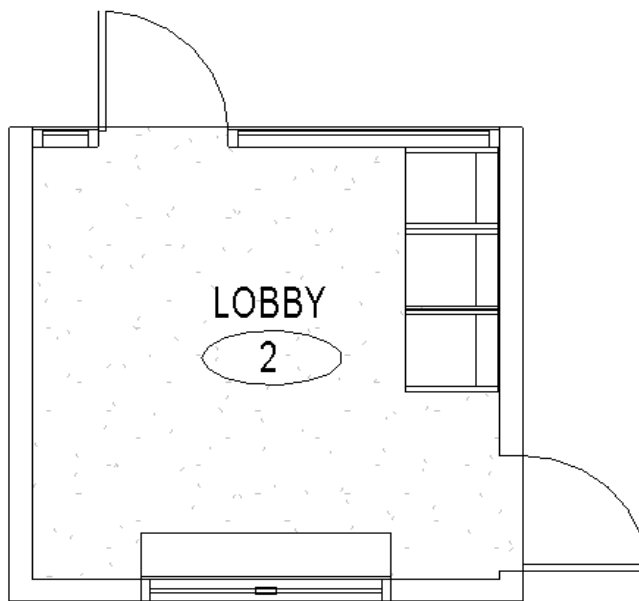
## ROOM DATA SHEETS

April, 2014



### 1.2 Lobby/Waiting

Normal occupancy: 0  
Normal hours: 24 hours  
Normal days: S-S



#### Finishes

Floors: Porcelain, ceramic or stone tile & walk-off carpet  
Walls: Wood wainscot, wood piers and painted gyp bd.  
Ceiling: Acoustic tile; painted gyp bd soffits  
Countertops: Solid surface  
Casework: Wood veneer and trim

#### Lighting:

Decorative pendants & wall sconces; decorative lighting to highlight signage at public windows; recessed general lighting

#### Security:

CCTV cameras monitoring the approach to the lobby and providing a back view of patrons at service windows; access control devices restricting access doors to secure corridors; remote release provided at Records service window; magnetic locks at the vestibule doors with a key switch activation from the service window to provide emergency lockdown capabilities; these locks will be tied into the fire alarm system to allow egress under an alarm condition; all walls, doors and windows between the lobby and secure or staff areas of the facility will have ballistic protection beneath the wall finish

#### Furniture:

Seating for (3) secured to floor

#### Casework & Built-ins:

(1) 6'-0" wide display cases; fill-out form station; patron counters at service windows

#### Equipment:

Glass enclosed bulletin boards; pamphlet racks

#### Plumbing:

None

#### Electrical:

Provisions for equipment above; general outlets

#### Adjacencies:

Public toilets, MIRCS, Records, Public Interview Room, EOC Training/Community Room; windows into Dispatch and Records

#### Additional Comments:

Fixed service windows with natural voice into Dispatch and Records

Room net area  
Internal circulation  
Room area:

100 sf



# Wellfleet Police Department

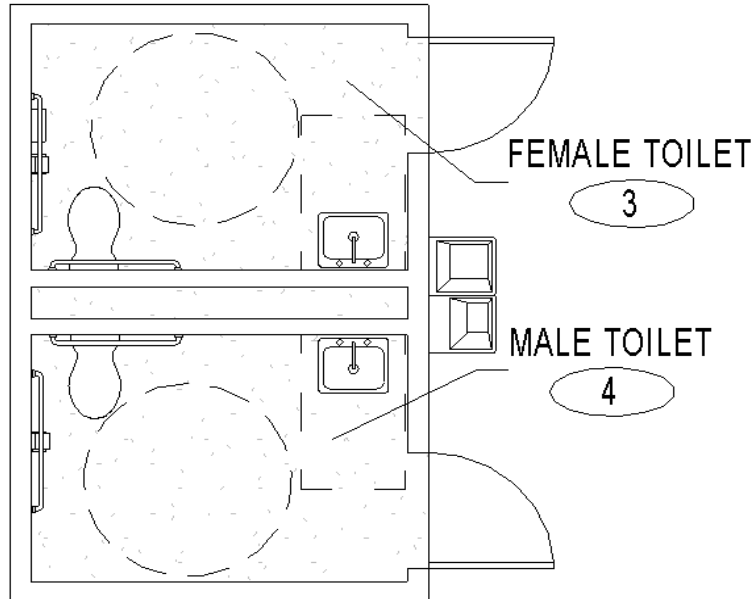
## ROOM DATA SHEETS

April, 2014



### 1.3 Public Toilet

Normal occupancy: 0  
Normal hours: 24 hours  
Normal days: S-S



#### Finishes

Floors: Porcelain, ceramic or stone tile  
Walls: Porcelain, ceramic or stone tile  
Walls: Painted gyp bd.  
Ceiling: None  
Countertops: None  
Casework: Recessed general lighting

#### Lighting:

Entrances visible and access controlled from the Dispatch Main Desk service window; interiors to be simple and clean with few places to conceal packages and devices; walls which interface secure or staff areas will have ballistic protection beneath the wall finish; lockdown buzzers

#### Furniture:

None

#### Casework & Built-ins:

None

#### Equipment:

Toilet accessories

#### Plumbing:

Wall hung sink; toilet

#### Electrical:

GFI outlet at sink

#### Adjacencies:

Lobby

#### Additional comments:

#### Security:

Room net area  
Internal circulation

Room area:

55 sf





# Wellfleet Police Department

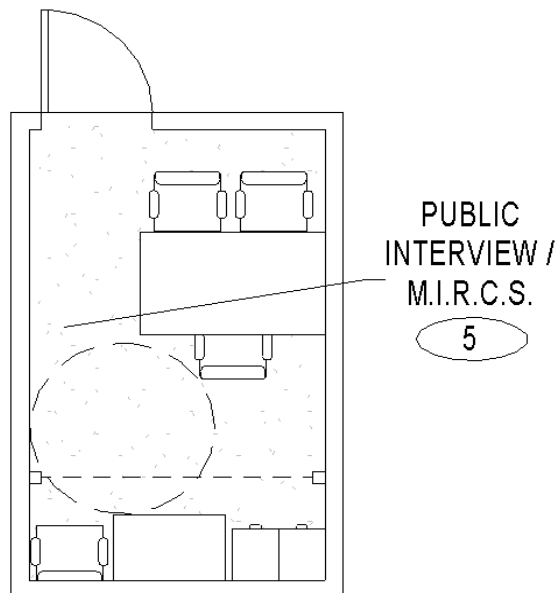
## ROOM DATA SHEETS

April, 2014



### 1.3 Public Interview (w/ MIRCS Equip.Closet)

Normal occupancy: 3  
Normal hours: Intermittent  
Normal days: S-S



#### Finishes

Floors: Carpet  
Walls: Painted gyp bd with acoustical panels on (2) walls  
Ceiling: Acoustic tile  
Countertops: None  
Casework: Wood veneer and trim  
Lighting: Recessed general lighting

Lighting: Concealed panic device for emergency situations; interiors to be simple and clean with few places to conceal packages and devices; walls which interface secure or staff areas will have ballistic protection beneath the wall finish; camera outside and within space.

#### Furniture:

Table with (3) chairs plus 1 additional

#### Casework & Built-ins:

#### Equipment:

MIRCS Setup

#### Plumbing:

None

#### Electrical:

General electrical outlets, MIRCS Equipment

#### Adjacencies:

Lobby

#### Additional comments:

Patron should feel a sense of privacy; no window in door; internal space with no windows

#### Security:

Room net area  
Internal circulation

95  
10

Room area:

105 sf

Public Total:

105



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



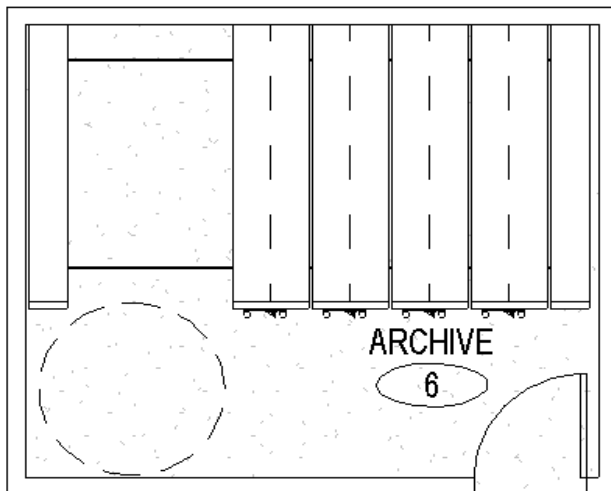
### 2.0 Records

#### 2.2 Archive File Area (Manual HD File System)

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Carpet  
Walls: Painted gyp bd.  
Ceiling: Acoustical tile

Countertops: Plastice Laminate with PVC edgebanding

#### Casework:

Plastice Laminate with PVC edgebanding

#### Lighting:

Recessed general lighting

#### Security:

Access control device at the entrance; the perimeter of the rooms which interface with any area other than the secure portion of the police facility will have ballistice protection.

#### Furniture:

#### Casework & Built-ins:

Equipment: High density file system in file area.

#### Plumbing:

Electrical: Provisions for equipment above; general electrical outlets

#### Adjacencies:

Public Information Counter, Close proximity to Lobby, File Storage, Chief's Office & Conference Room.

#### Additional comments:

Room net area  
Internal circulation

**Room area:**

**200 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



### Command / Administration

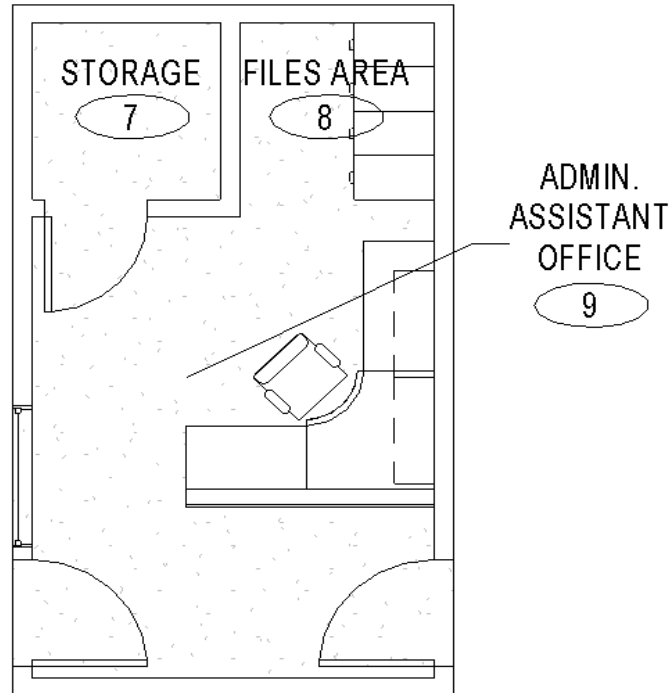
#### 4.0 Command

(4.2, 4.3, 4.4) Reception/Waiting, Administrative Assistant's Office, File Area/Supplies

Normal occupancy: 1

Normal hours:

Normal days:



#### Finishes

Floors: Carpet

Walls: Painted gyp dd.

Ceiling: Acoustical tile

Countertops: Solid Surface

Casework: Wood Veneer and trim

Lighting: Recessed general lighting

Security: Swipe card entry; secure from rest of station

#### Furniture:

#### Casework & Built-ins:

Equipment:

Plumbing:

Electrical:

#### Adjacencies:

#### Additional comments:

Desk chair; 4-drawer vertical files cabinets.

L-Shaped reception desks with partition ledges and storage below. Upper and lower storage cabinets.

Computers

None

Provisions for equipment above; outlets at counter; general electrical outlets

Work Room, Chief's Office & Conference Room

Room net area  
Internal circulation

**Room area:**

**180 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

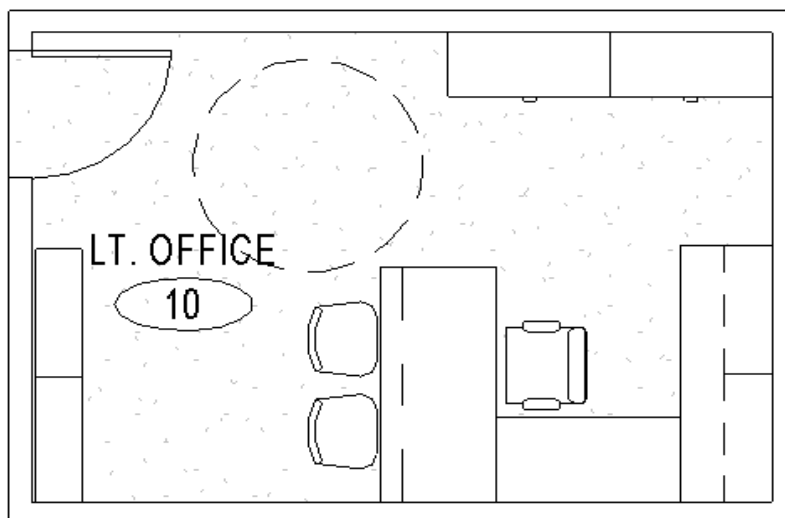


### 4.5 Lieutenant's Office w/ Mtg. Area for 2

Normal occupancy: 1

Normal hours:

Normal days:



#### Finishes

Floors: Carpet

Walls: Painted gyp bd.

Ceiling: Acoustical tile

Countertops:

Casework:

Lighting: Recessed general lighting

Security: Standard office lockset

#### Furniture:

U-Shaped desk, executive desk chair, (2) 3-drawer file cabinets, (2) tall bookcases.

#### Casework & Built-ins:

#### Equipment:

Wall mounted TV; computer, printer, horizontal blinds on exterior windows.

#### Plumbing:

#### Electrical:

Provisions for equipment above; general electrical outlets

Within Police Administration suite

#### Adjacencies:

#### Additional comments:

Room net area

Internal circulation

**Room area:**

**175 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

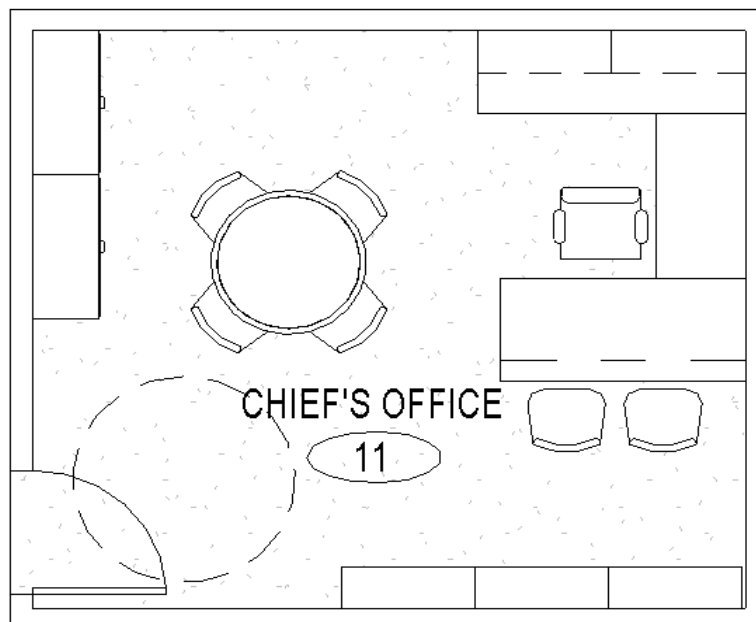


### 4.6 Chief's Office w/ Mtg. Area for 4

Normal occupancy: 1

Normal hours:

Normal days:



#### Furniture:

U-Shaped desk, executive desk chair, (2) guest chairs, (2) 3-drawer file cabinets, (2) tall bookcases. Round table with (4) chairs.

#### Finishes

Floors: Carpet  
Walls: Painted gyp bd.  
Ceiling: Acoustical tile  
Countertops:  
Casework:

#### Casework & Built-ins:

#### Equipment:

Wall mounted TV; computer, printer, horizontal blinds on exterior windows.

#### Plumbing:

#### Electrical:

Provisions for equipment above; general electrical outlets

#### Adjacencies:

Administrative Assist. And Conference Room

#### Lighting:

Recessed general lighting

#### Security:

Standard office lockset

#### Additional comments:

Room net area  
Internal circulation

Room area:

225 sf





# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

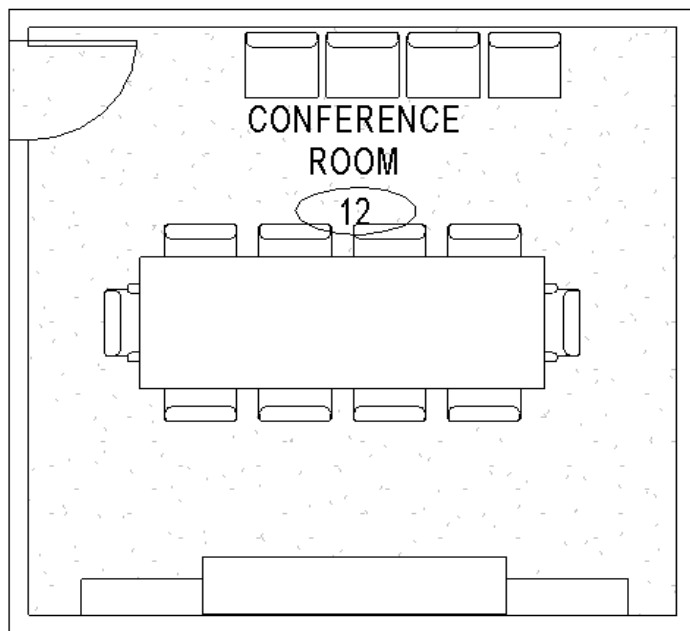


### 4.8 Conference Room (EOC)

Normal occupancy: 10

Normal hours:

Normal days:



#### Finishes

Floors: Carpet

Walls: Painted gyp bd.

Ceiling: Acoustical tile

Countertops: Solid surface

Casework: Wood veneer and trim

Lighting: Recessed general lighting

Security:

#### Furniture:

Conference table with comfortable seating for (10), additional guest seating

#### Casework & Built-ins:

(2) tall bookcases; counter with storage below for equipment

#### Equipment:

Wall mounted TV, ceiling mounted projector, electrical ceiling recessed projection screen; digital board; markerboard

#### Plumbing:

#### Electrical:

Provisions for equipment above; CATV; general electrical outlets

#### Adjacencies:

Close proximity to Chief's Office and Administration

#### Additional comments:

Room net area

Internal circulation

**Room area:**

**250 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



### Operations

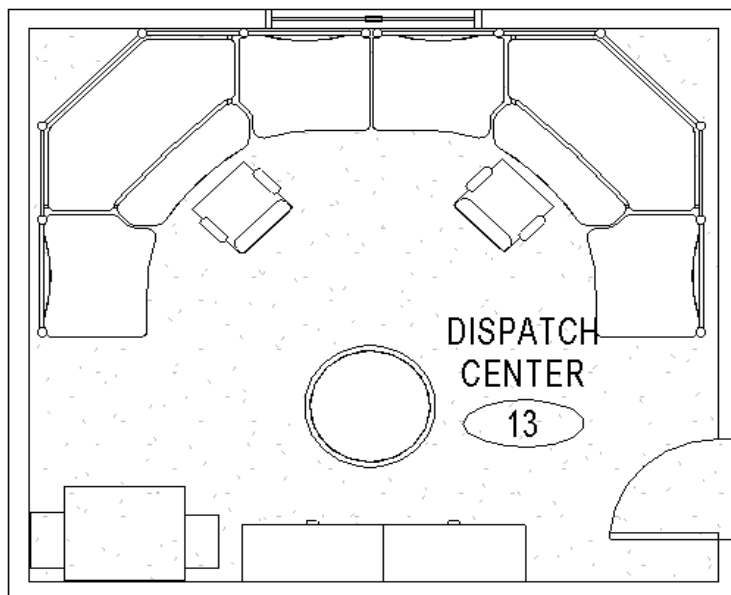
#### 5.0 Dispatch

#### 5.2 Communications Center

Normal occupancy: 2

Normal hours:

Normal days:



#### Finishes

Floors: Rubber tile' raised computer access flooring

Walls: Painted gyp db. With acoustical panels

Ceiling: Acoustical tile

Countertops: Plastic Laminate with PVC edgebanding

Casework: Plastic Laminate with PVC edgebanding

Lighting: Recessed general lighting

Security: Access control; camera

#### Furniture:

(2) Consoles; (2) 24 hours desk chairs, (2) 4 drawer file cabinets

#### Casework & Built-ins:

#### Equipment:

3-4 CCTV monitors; TV at each station; photocopier, printer fax machine, paper shredder, computer at public information counter, bulletin boards

#### Plumbing:

#### Electrical:

Provisions for equipment above; outlets at counter; general electrical outlets  
Supervisor's office, Lockers, Break Room, Window to Lobby

#### Additional comments:

Room net area

Internal circulation

**Room area:**

**250 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

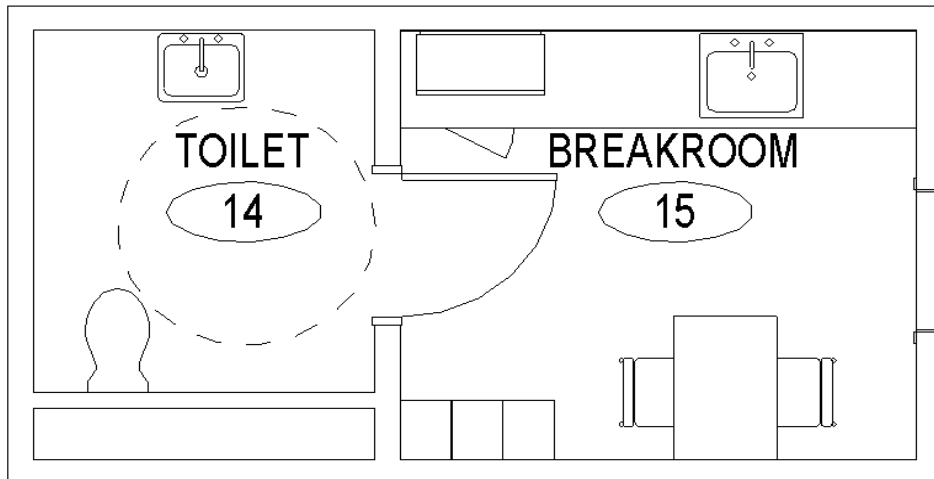


### (5.3, 5.4, 5.5) Break Room, Staff Lockers, Toilet

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Ceramic tile in Toilet; Vinyl Compositionn tile (V.C.T) in breakroom  
Walls: Ceramic tile wainscot, painted gyp bd in toilet; painted gyp bd in breakroom  
Ceiling: Acoustical tile  
Countertops: Plastic Laminate with PVC edgebanding in breakroom  
Casework: Plastic Laminate with PVC edgebanding in breakroom  
Lighting: Recessed general lighting

#### Security:

#### Furniture:

(2) Chairs, Table

#### Casework & Built-ins:

Counter with upper cabinets for storage  
Undercounter refrigerator; microwave;  
bulleting board, (3) lockers, Toilet  
accessories

#### Equipment:

#### Plumbing:

Sink in counter; Wall hung sink; toilet

#### Electrical:

Provisions for equipment above; GFI outlets at  
counter and toilet sink

—

Dispatch

#### Additional comments:

Room net area

Internal circulation

Room area:

145 sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

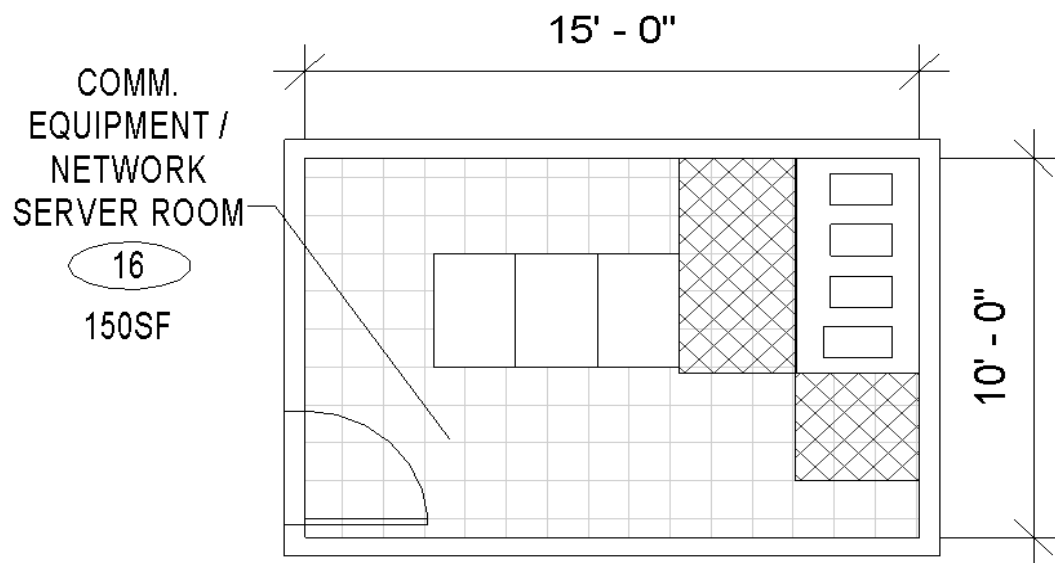


### 5.6 Comm. Equip./ Video & Data Server Rm.

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Rubber tile; raised computer access floor  
Walls: Painted gyp bd.  
Ceiling: Acoustical tile  
Countertops:

#### Casework:

Lighting: Recessed general lighting  
Security: Card swipe

#### Furniture:

#### Casework & Built-ins:

#### Equipment:

#### Plumbing:

#### Electrical:

Radio 5; servers; building surveillance;  
telephone; battery back-up  
Access from corridor for vendors; close  
proximity to Dispatch  
Additional comments: Appropriate temperature controls to offset  
equipment heat load

#### Adjacencies:

#### Additional comments:

Room net area  
Internal circulation

**Room area:**

**150 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



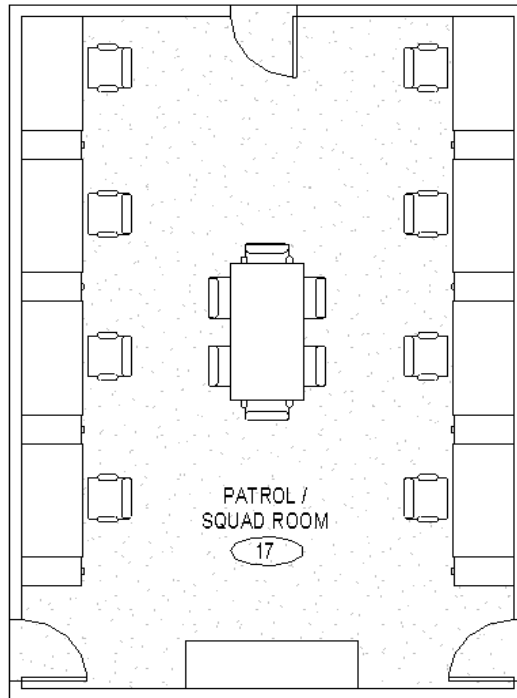
### 6.0 Patrol

#### (6.1,6.2,6.3) Patrol Officers/ Report Writing, Squad Room, Photocopy, Mail Alcove

Normal occupancy: 8

Normal hours:

Normal days:



#### Finishes

Floors: Rubber tile  
Walls:

Ceiling: Painted gyp bd.  
Countertops: Acoustical tile

Casework:

Lighting: Recessed general lighting  
Security: Video Monitor for cells, emergency panic light for cell block

#### Furniture:

(8) desk with storage beneath, (8) 3-drawer file cabinets, worktable with (6) chairs around it

#### Casework & Built-ins:

#### Equipment:

Smartboard, wall mounted TVs; horizontal blinds on interior windows; key control cabinet

#### Plumbing:

#### Electrical:

#### Adjacencies:

Close proximity to Platoon Sergeants Offices, Locker Rooms, Squad Report Writing, staff entrance to cruiser parking

#### Additional comments:

Room net area  
Internal circulation

Room area:

565 sf





# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



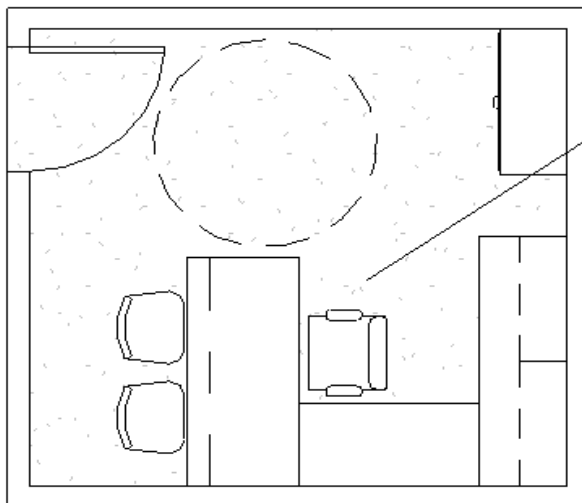
### 7.0 DETECTIVE

(7.1, 7.2) Detective/ Liason, Secure Storage

Normal occupancy: 1

Normal hours:

Normal days:



DETECTIVE /  
COURT LIASON  
OFFICE

18

#### Finishes

Floors: Carpet

Walls: Painted gyp bd.  
Acoustical tile

Ceiling: Counter tops:

Casework: Recessed general lighting

#### Security:

#### Furniture:

U-Shaped desk, executive desk chair, (1) 3-drawer file cabinets, (2) Overhead cabinets

#### Casework & Built-ins:

Equipment: Wall mounted TV; computer, printer, horizontal blinds on exterior windows.

#### Plumbing:

Electrical: Provisions for equipmeny above; general electrical outlets

#### Adjacencies:

#### Additional comments:

Room net area  
Internal circulation

**Room area:**

**135 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



### Prisoners / Evidence

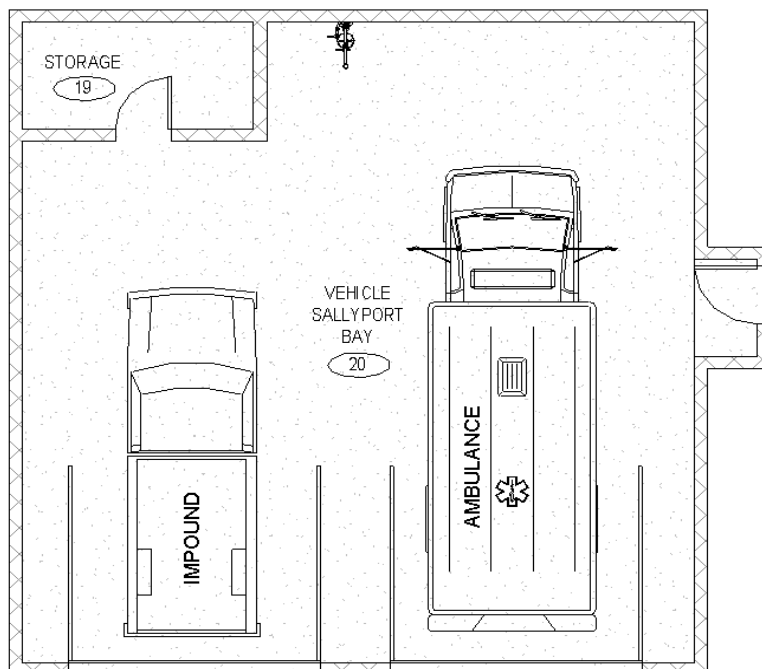
#### 9.0 Sally Port

(9.1, 9.2, 9.4) Vehicle Bay, Vehicle Processing/Impound A, Emergency Shower/Eyewash

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Epoxy painted concrete  
Walls: Epoxy painted concrete

Ceiling: Epoxy painted gyp bd

Countertops:

Casework:

Lighting: Surface mounted general lighting

Security: CCTV at interior and exterior approach, overhead doors will have coded keypad controls locally remote control capability; access control devices at all doors; panic buttons throughout

#### Furniture:

#### Casework & Built-ins:

#### Equipment:

Recessed wall mounted pistol lockers for up to (4) weapons by entrance to prisoner processing area; fire extinguisher cabinet; 94) vented 12" x 12" x 72" prisoner property lockers

#### Plumbing:

Emergency shower/eyewash; floor drains; air for tires

#### Electrical:

Provisions for equipment above; intercom to dispatch

#### Adjacencies:

Prisoner processing, prisoner processing area, and storage room

#### Additional comments:

Room net area  
Internal circulation  
Room area

1045 sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

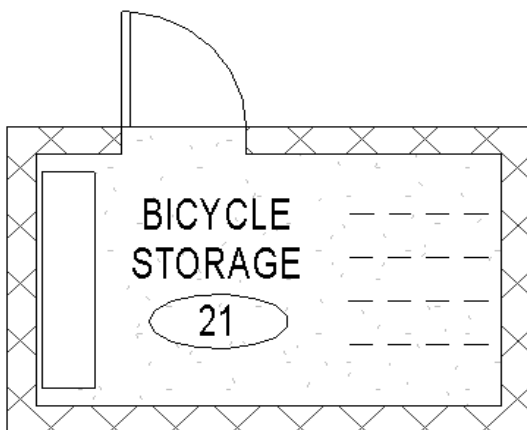


### 9.3 Bicycle Storage

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Epoxy painted concrete  
Walls: Epoxy painted concrete  
Ceiling: Epoxy painted gyp bd.  
Countertops:  
Casework:

#### Security:

#### Furniture:

#### Casework & Built-ins:

#### Equipment:

#### Plumbing:

#### Electrical:

#### Adjacencies:

#### Additional comments:

Room net area  
Internal circulation

**Room area**

**60 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



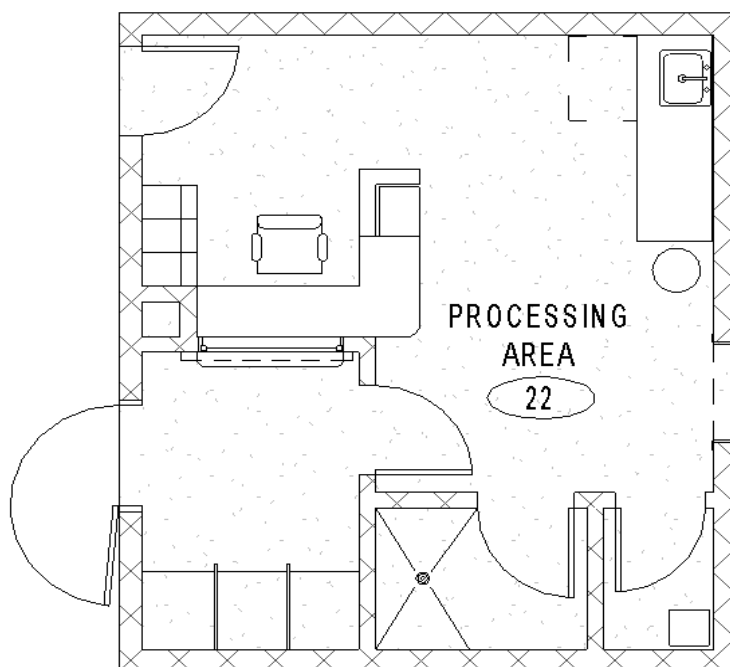
### 10.0 Prisoner Processing

#### (10.1, 10.2) Processing Area (Intox., Finger Printing), Personal Effects Storage

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Epoxy painted concrete

Walls: Epoxy painted concrete

Ceiling: Downward locking security ceiling

Countertops:

Epoxy resin

Casework:

Plastic laminate with PVC edgebanding

Recessed general lighting

#### Security:

All entrances to this area to have access control devices on both sides of door; doors will have remote release capabilities from dispatch supervisor office; panic buttons throughout space

#### Furniture:

(1) desk chairs

#### Casework & Built-ins:

Processing counter/booking station; fingerprint station; Intoxilyzer counter workstation; lower cabinets for storage

#### Equipment:

Automated fingerprint station (owner supplied); computer at booking station; printer; recessed wall mounted pistol lockers outside both entrances; stainless steel stool fixed to the floor at Intoxilyzer area

#### Plumbing:

Floor drains

#### Electrical:

Provisions for equipment above; general electrical outlets

#### Adjacencies:

Direct access to sally port, prisoner processing, shower, and cust./storage; close proximity to other prisoner areas

#### Additional comments:

Detention grade hollow metal frames and hardware; window into prisoner processing with natural voice transmission; no step up to booking area

Room net area  
Internal circulation

Room area

360 sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



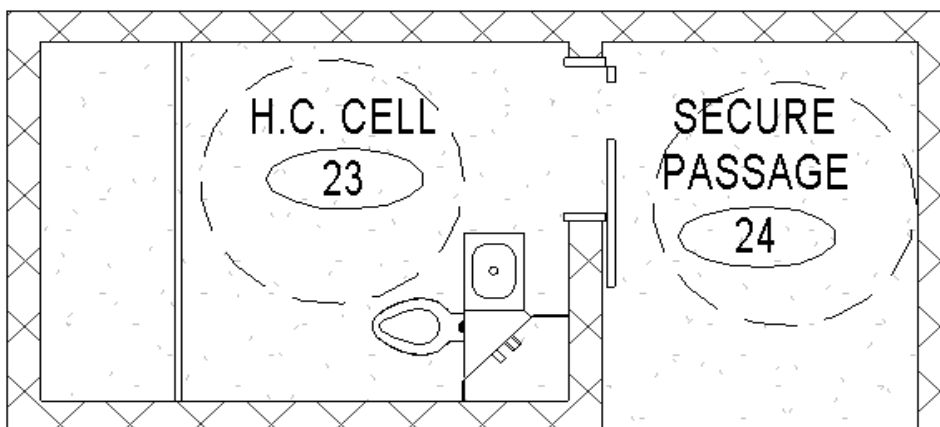
### 11.0 Detention

#### 11.1 Handicapped Cells (Incl. anteroom)

Normal occupancy: 1

Normal hours:

Normal days:



#### Finishes

Floors: Epoxy resin flooring  
Walls: Epoxy painted CMU  
Ceiling: Security plank ceiling

Countertops:  
Casework:

Lighting

#### Security:

Recessed general lighting  
Audio and CCTV video monitoring in  
tamper proof housing; detention grade key  
activated lock with electronic emergency  
release; control from dispatch &  
processing door

#### Furniture:

Casework & Built-ins: Concrete bunk

#### Equipment:

#### Plumbing:

Detention grade combination toilet and sink  
unit with access to controls from passage  
outside cells'; floor drains in passage outside  
cell

#### Electrical:

#### Adjacencies:

One handicapped cell within each cell block

#### Additional comments:

Detention grade hollow metal door and frame  
with impact resistant glazing

Room net area  
Internal circulation  
Room area

150 sf





# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

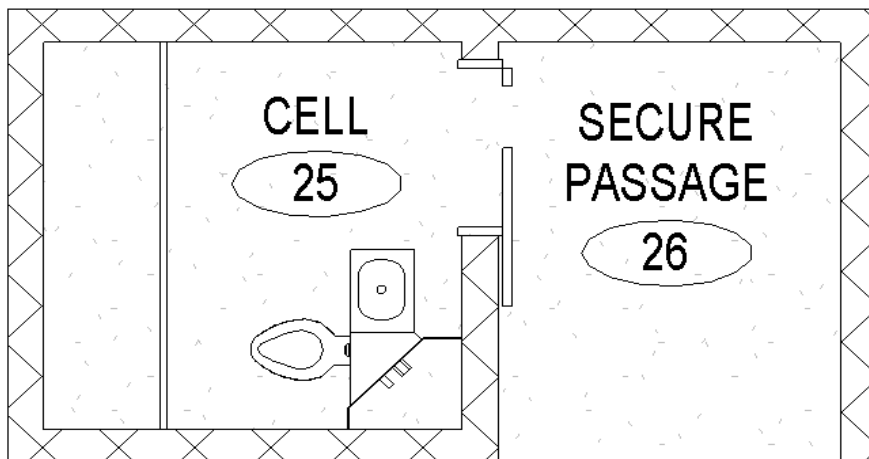


### 11.2 Non-Handicapped Cells

Normal occupancy: 1

Normal hours:

Normal days:



#### Finishes

Floors: Epoxy resin flooring  
Walls: Epoxy painted CMU  
Ceiling: Security plank ceiling

Countertops:

Casework:

Lighting: Recessed general lighting

#### Security:

Audio and CCTV video monitoring in tamper proof housing; detention grade key activated lock with electronic emergency release; control from dispatch & processing door

#### Furniture:

Casework & Built-ins: Concrete Bunk

#### Equipment:

Plumbing: Detention grade combination toilet and sink unit with access to controls from passage outside cells'; floor drains in passage outside cell

#### Electrical:

Adjacencies:

Male/Female Cells

Additional comments:

Detention grade hollow metal door and frame with impact resistant glazing

Room net area  
Internal circulation  
Room area

120

sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

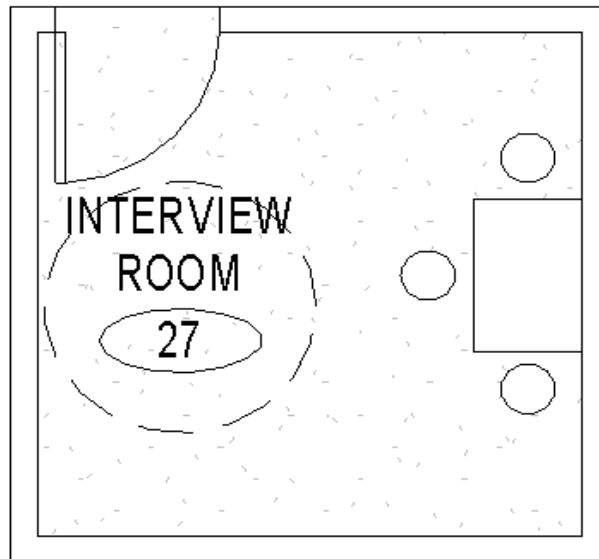


### 11.3 Interview Room

Normal occupancy: 3-Feb

Normal hours:

Normal days:



#### Finishes

Floors: Epoxy resin flooring  
Walls: Epoxy painted CMU  
Ceiling: Downward locking security ceiling  
Countertops:

#### Casework:

Lighting: Recessed general lighting  
Security: Detention grade lockset; concealed panic device

#### Furniture:

Detention grade table and (3) stainless steel stools secured to floor

#### Casework & Built-ins:

#### Equipment:

Floor bull ring

#### Plumbing:

#### Electrical:

Discreet audio/video monitoring; "in-use" light tied to occupancy sensor; general electrical outlets

#### Adjacencies:

Close proximity to Prisoner Processing Area

#### Additional comments:

Room net area  
Internal circulation

**Room area**

**100 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



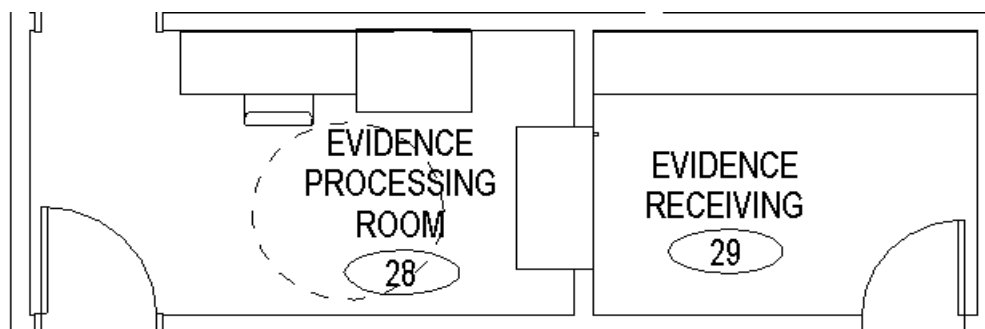
### 12.0 Evidence Processing

#### (12.1, 12.2) Evidence Receiving, Evidence Processing Room

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Vinyl Composition Tile (V.C.T.)  
Walls: Painted gyp bd  
Ceiling: Acoustical tile  
Countertops:

#### Casework:

Lighting: Recessed general lighting

Security: Access control device at entrance; CCTV camera to record all access events to room

#### Furniture:

(1) Desk and chair

#### Casework & Built-ins:

Equipment: full-size refrigerator evidence locker

#### Plumbing:

#### Electrical:

Provisions for equipment above; CCTV cameras

#### Adjacencies:

Evidence Processing, Drug Storage, Weapon Storage

#### Additional comments:

Secure Evidence Processing

Room net area  
Internal circulation  
**Room area**

**230 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

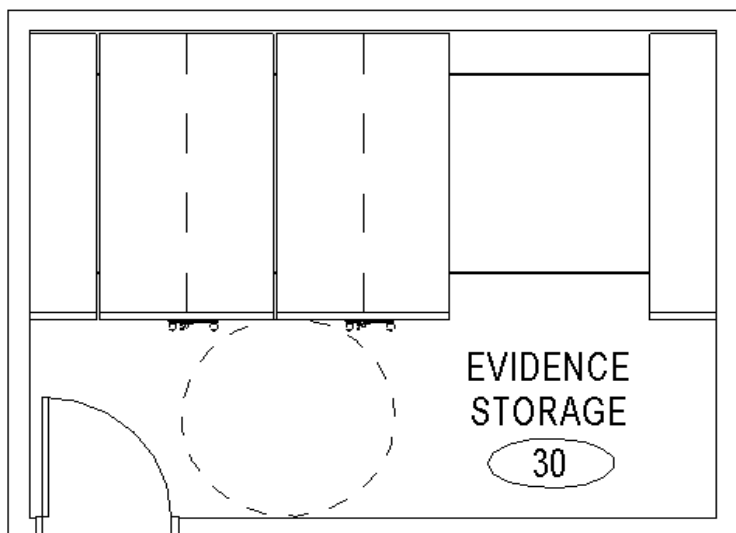


### 12.4 Evidence Storage

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Vinyl Composition Tile (V.C.T.)  
Walls: Painted gyp bd  
Ceiling: Acoustical tile  
Countertops:

#### Casework:

Lighting: Recessed general lighting

#### Security:

Access control device at entrance; CCTV camera to record all access events to room

#### Furniture:

#### Casework & Built-ins:

#### Equipment:

High density shelving units;

#### Plumbing:

#### Electrical:

Provisions for equipment above; CCTV cameras

#### Adjacencies:

Evidence Processing, Drug Storage, Weapon Storage

#### Additional comments:

Secure Evidence Processing

Room net area  
Internal circulation

Room area

200 sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



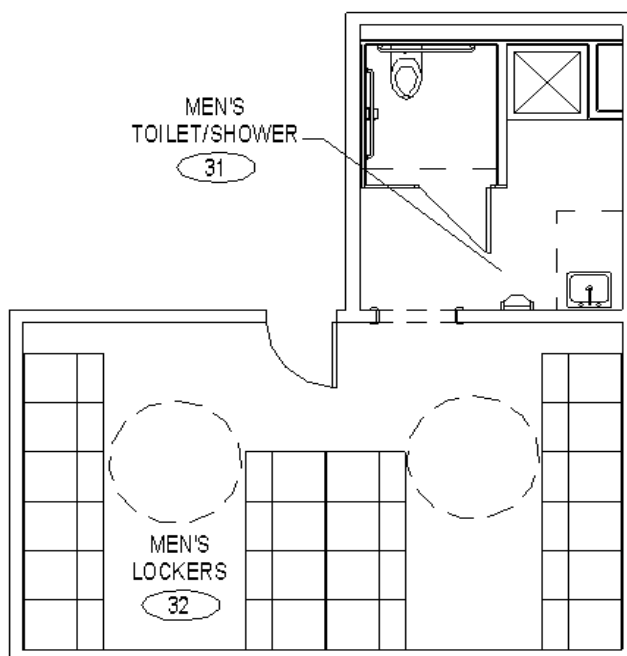
### 13.0 Staff Facilities

#### (13.1,13.2,13.3) Male Staff Locker Room, Toilet, Shower

Normal occupancy: 20

Normal hours:

Normal days:



#### Finishes

Floors: Ceramic tile  
Walls: Painted gyp bd.; Ceramic tile

Ceiling: Acoustical tile, Acoustical tile; epoxy painted gyp bd at shower alcoves

#### Countertops:

Casework: Plastic laminate with PVC edgebanding

Lighting: Recessed general lighting

#### Security:

#### Furniture:

Casework & Built-ins: Shoe shine bench and storage; wet gear hanging rack  
Equipment: (20) 24"W x 24"D x 8'H lockers with integral bench and exhausted ventilation; gun clearing trap; full length mirror; Toilet and shower accessories; phenolic toilet partitions

#### Plumbing:

Hose faucet in wet gear storage

#### Electrical:

Provisions for equipment above; general electrical outlets; GFI outlets at counter close proximity to staff entrance, Roll Call Room

#### Adjacencies:

Additional comments:  
Room net area  
Internal circulation

Room area

405 sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

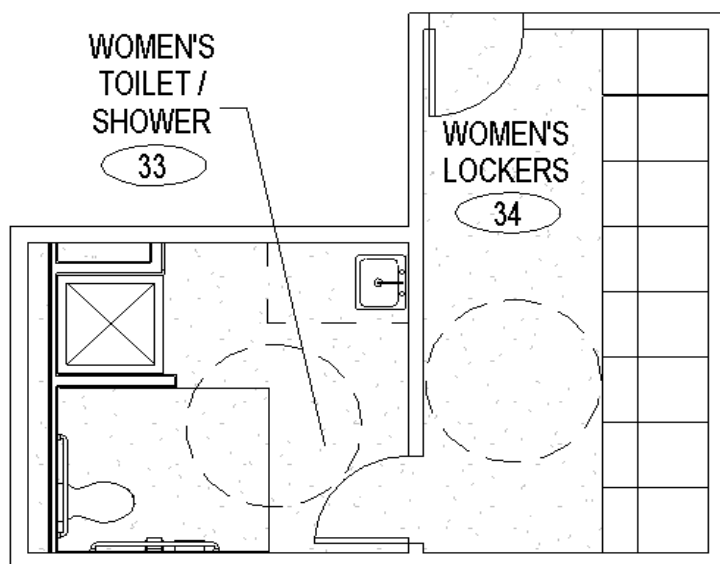


### (13.4,13.5, & 13.6) Female Locker Room,Toilets, and Shower

Normal occupancy: 8

Normal hours:

Normal days:



#### Finishes

Floors: Ceramic tile

Walls: Painted gyp bd.

Ceiling: Acoustical tile; epoxy painted gyp bd at shower alcove

Countertops:

Casework: Plastic laminate with PVC edgebanding

#### Security:

Recessed general lighting  
Push/pull on doors

#### Furniture:

Casework & Built-ins: Shoe shine bench and storage; wet gear hanging rack  
Equipment: (8) 24"W x 24"D x 8'H lockers both with integral bench and exhausted ventilation; gun clearing trap; full length mirror; Toilet and shower accessories; phenolic toilet partitions

#### Plumbing:

Hose faucet in wet gear storage

#### Electrical:

Provisions for equipment above; general electrical outlets; GFI outlet at counter close proximity to staff entrance, Roll Call Room

#### Adjacencies:

Room net area

Internal circulation

Room area

210 sf





# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

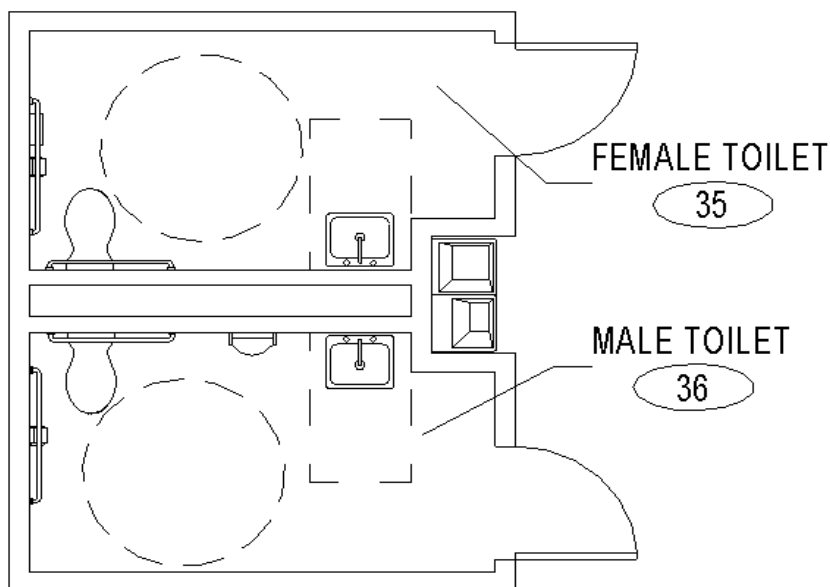


### 13.7 Miscellaneous Staff Toilets

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Ceramic tile  
Walls: Ceramic tile wainscot, painted gyp bd  
Ceiling: Acoustical tile  
Countertops:  
Casework:

Lighting: Recessed general lighting

Security: Dependent on location

#### Furniture:

#### Casework & Built-ins:

#### Equipment:

Toilet room accessories

#### Plumbing:

Wall hung sink, toilet

#### Electrical:

GFI outlet at sink

#### Adjacencies:

#### Additional comments:

Room net area

Internal circulation

**Room area (both)**

**150 sf**



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

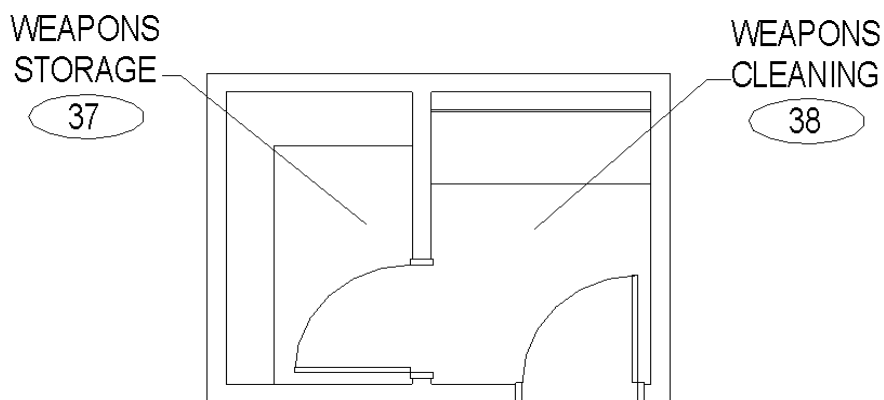


### 13.9 Weapons Cleaning / Storage (1 station)

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Vinyl Composition Tile (V.C.T.)

Walls: Painted gyp bd.

Ceiling: Acoustical tile

Countertops: Epoxy resin

Casework: Plastic laminate with PVC edgebanding  
Lighting: Task lighting at counter; recessed general lighting

#### Security:

#### Furniture:

(1) 42"W x 16"D x 84"H utility adjustable shelving unit secured to wall; (2) 40" reconfigurable weapons racks secured to wall

#### Casework & Built-ins:

36"H counter workstation with lower cabinet for storage

#### Equipment:

Exhaust fume hood with light; benchtop flammable storage cabinet; gun clearing trap; (4) recessed wall mounted pistol lockers located outside entrance

#### Plumbing:

Compressed air valves

#### Electrical:

Provisions for equipment above; electrical outlets at counter; general electrical outlets

#### Adjacencies:

close proximity to the Patrol functions

#### Additional comments:

Room net area  
Internal circulation

Room area

80 sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

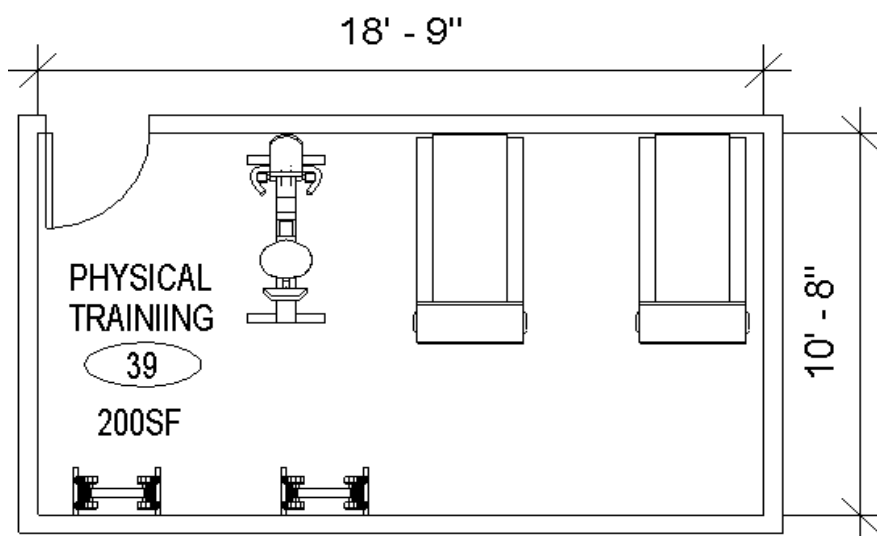


### 13.8 Physical Cleaning

Normal occupancy: 0

Normal hours:

Normal days:



#### Finishes

Floors: Athletic interlocking tile  
Walls: Painted gyp, bd  
Ceiling: Acoustical tile  
Countertops:  
Casework: Rubber base  
Lighting: Recessed & wall mounted general lighting

#### Furniture:

(2) Treadmills, (1) exercise bike; (2) dumb bell racks

#### Casework & Built-ins:

#### Equipment:

#### Plumbing:

#### Electrical:

Provisions for equipment, general outlets

#### Adjacencies:

#### Additional comments:

#### Security:

Room net area  
Internal circulation

Room area

200 sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

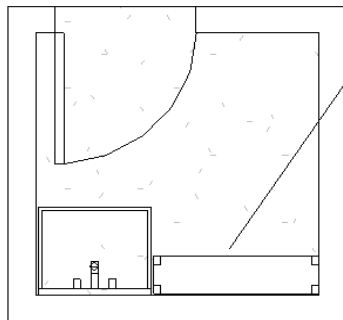


### 14.1 CUSTODIAL CLOSETS

Normal occupancy: 0

Normal hours:

Normal days:



CUSTODIAL

40

#### Finishes

Floors: Epoxy painted CMU  
Walls: Painted gyp bd.  
Ceiling: Acoustical tile  
Countertops:  
Casework:  
Lighting: Recessed general lighting

#### Security:

#### Furniture:

#### Casework & Built-ins:

#### Equipment:

Wall mounted sink,

#### Plumbing:

#### Electrical:

General outlets

#### Adjacencies:

#### Additional comments:

Room net area  
Internal circulation

Room area

25 sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014



### 14.3 Cleaning Supplies Storage

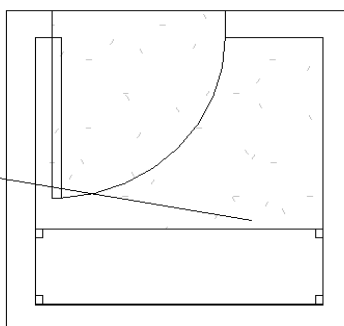
Normal occupancy: 1

Normal hours:

Normal days:

CLEANING  
SUPPLY  
STORAGE

41



#### Finishes

Floors: Epoxy painted CMU  
Walls: Painted gyp bd.  
Ceiling: Acoustical tile  
Countertops:  
Casework:  
Lighting: Recessed general lighting

#### Security:

#### Furniture:

#### Casework & Built-ins:

#### Equipment:

#### Plumbing:

#### Electrical:

#### Adjacencies:

#### Additional comments:

Room net area  
Internal circulation

Room area

25 sf



# Wellfleet Police Department

## ROOM DATA SHEETS

April, 2014

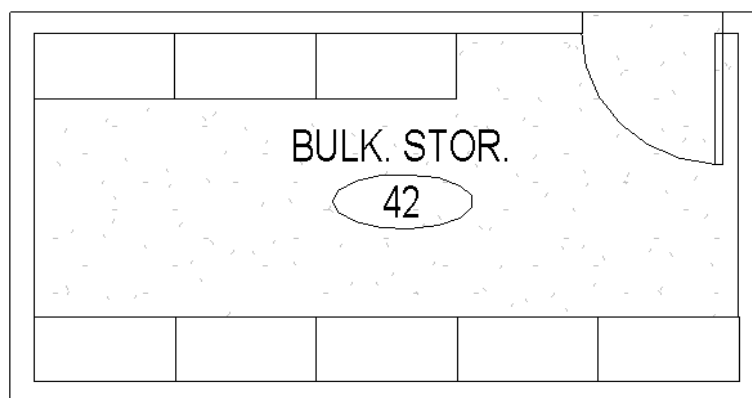


### 14.4 Bulk Storage

Normal occupancy: 1

Normal hours:

Normal days:



#### Finishes

Floors: Epoxy painted CMU  
Walls: Painted gyp bd.  
Ceiling: Acoustical tile  
Countertops:  
Casework:  
Lighting: Recessed general lighting

#### Security:

#### Furniture:

(8) Steel Shelves

#### Casework & Built-ins:

#### Equipment:

#### Plumbing:

#### Electrical:

General electrical outlets

#### Adjacencies:

#### Additional comments:

Room net area  
Internal circulation

**Room area**

**120 sf**