



architects + engineers

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**TOWN OF TYNGSBOROUGH
FIRE DEPARTMENT
FIRE, EMS, EOC BASELINE PROGRAMMING**

A. GENERAL INFORMATION

A1. Type of Entity: Combination Department

A2. County: Middlesex

A3. Date: November 4th, 2025, at 10:30 a.m.

A4. Program Attendees:

Name	Title
Colin Loiselle	Town Manager
Wes Russell	Tyngsborough FD – Fire Chief
Adele Coughlin	Select Board
Jake Zwicker	DPW Superintendent
Pat Sands	Fire Department
Heather Sue Murphy	Citizen Appt.
Ed McLean	Citizen Appt.
Katrina Pacheco	H2M – Project Lead and Architect
Dennis Ross	H2M – Technical Advisor
Michael Magazu	H2M – Project Designer
Miranda Luck-Travell	H2M – Staff Designer
Aubrey Dunn	H2M - Project Manager

A5. Number of Companies or Departments Involved:

One, Town of Tyngsborough Combination Fire Department

Mission Statement: The mission of the Tyngsborough Fire Department is to protect the lives, and preserve the property of the residents, visitors, students, and businesses in the community; and partner with other agencies and businesses contributing to the advancement of the quality of life in the Town of Tyngsborough.

This mission is accomplished through a number of programs including:

- **Emergency response to fires, accidents, and other emergencies.**

- **Emergency Medical Services.**
- **Investigation of the origin and cause of fire and explosions.**
- **Fire prevention preplanning, buildings plan reviews and inspections**
- **Public fire and life safety education.**

A6. Date of Meetings: None reoccurring at this time

Leadership Meeting:	Bi-Monthly, scheduled as needed
Special Training Meetings:	3-4 times per year

A7. Zoning:

Exempt: ☐ Yes ☒ No
Variance: None at this time

A8. Sustainable Design Options: Design shall comply with applicable Massachusetts energy codes, with a practical focus on reducing energy use and long term operating and maintenance costs. The building should be efficient and resilient over its life, balancing life cycle performance with systems that can be supported locally and economically. The intent is not to pursue a specific certification, but to implement sensible, durable strategies that minimize environmental impact and reduce energy consumption.

☒ MA Stretch Code	☐ LEED: None requested
☐ Net Zero	Certifiable Level: ☐ Gold ☐ Silver ☐ Platinum

A9. Are you part of a Cooperative Purchasing Program: ☐ Yes ☐ No

If Yes, please indicate what Program: **TBD**

A10. Special Notes: The facility shall be planned to support fire service delivery for current and future community needs over the next 50 years. It should be resilient, durable, and capable of providing a service life of 50 years or more with minimal maintenance. The project must also be cost effective and considerate of its impact on the tax base, providing long-term value without unnecessary cost escalation.

B. RESPONDERS/STAFF

B1. Type of District/Department: **Combination paid, on call, all firefighter/EMT shift changes 0700**

(Check all that apply)

and 1700

☒ Paid	☒ Volunteer	☐ On Call
☒ Shifts	☐ Shift Change List Shifts:	☒ Firefighter
☒ EMT	☐ Other:	

B2. Staffing:

Number of Staff Now: (5) day & (4) night. Admin (3) M-F.	Number Staffed in Future: (6) day, (6) night. Admin (3), Fire Inspector (1)
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B3. Number of Members: **34 Total, all EMT**

Males: 32	Females: 2
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B4. Number of Calls per Year: **~2,000 Total calls/year, 1,500 EMS, 984 transports**

Fire: ☒	Rescue: ☒	Transport: ☒	Medical: ☒ 60%
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B5. Number of Civilian Staff:

- a. **Current: Administrative Assistant**
- b. **Future: Fire Inspector**

B6. Other Information: **Future strategic staffing will be in another station.**

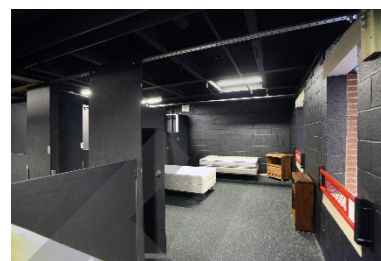
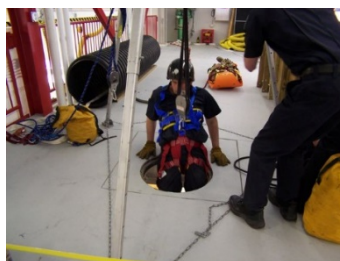
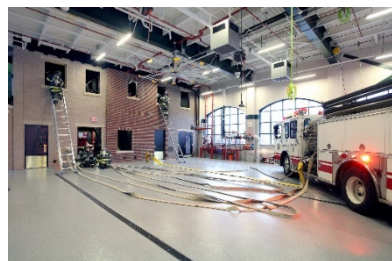
C. RESPONSE

C1. Types of Response

(Check all that apply)

☒ Fire	☒ EMS	☐ ALS	☒ BLS
☒ Transport	☐ Heavy	☐ Rescue	☐ HAZ MAT
☒ Water Rescue	☒ Ice Rescue	☐ Dive Team	☐ Other

D. ACTIVE TRAINING



D1. Tower, Stair Tower, and/or Mezzanine: Based on 1 stair tower and a 2-story building. This item is not a necessity.

Tower Size: 360* sq. ft. or as needed

Stair Tower Size: 240* sq. ft. or as needed

Training Requirements:

No existing training currently. Would like to consider all training options where feasible.

(Check all that apply)

☒ Rappelling	☒ Stairs	☐ Roof Access	☐ Roof Training
☒ Windows	☐ Hose	☒ Confined Space	☒ Denver Drill
☒ Bail Out	☐ Smoke	☒ Maze	☒ Manhole
☐ Room Layouts	☐ Blackout	☐ Mask Confidence	☐ Sprinkler Wet
☐ Sprinkler Dry	☒ Standpipe	☐ Other – Ship Fire	

D2. Training in Mezzanine: ☒ Yes ☐ No

D3. Training in Bays: ☒ Yes ☐ No

D4. Water/Fire Service Entrance: ☒ Yes ☐ No

D5. Active Training on the Site: ☒ Yes ☐ No

D6. Other Tower Uses: ☒ Drying ☐ Winch

D7. Training Uses:

(Check all that apply)

☐ Pads	☒ Apron	☐ Apparatus Certification
☐ Drafting	☐ Other	

E. FACILITY MISCELLANEOUS

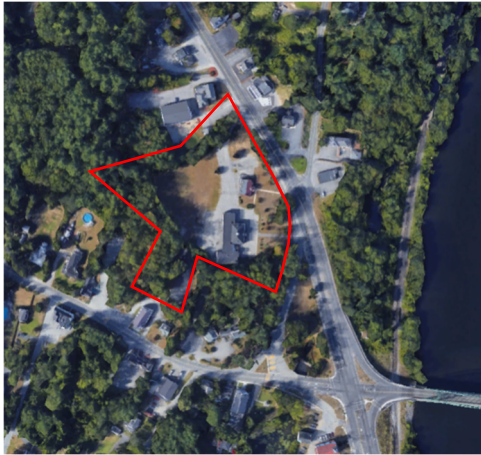
- E1.** Will Facility be used as an Emergency Shelter: ☐ Yes ☒ No
- E2.** Will Facility be used by the Community: ☐ Yes ☒ No
- E3.** Describe Access Control: **Townwide system utilizes DSX system (key fobs).**
- E4.** Describe Vendor's Access/Drop off: **Vestibule access needed**
- E5.** Do you require access to SCBA: ☐ Yes ☒ No; **Enter through bay doors**
- E6.** Will other Fire Companies Utilize Bays and certain building areas: ☒ Yes ☐ No
- E7.** Other Activities/Issues: **Mutual Aid**

F. SITE

F1. Site Information:

Owner Status:	Owned
Owner Entity:	Town of Tyngsborough
Size:	4 acres
Shape:	Irregular
Corner Lot:	☐ Yes ☒ No
Tax Map and Number:	20 30A 0
Geotechnical Report Status:	Pending
Survey Status:	Partially complete
Soil Types:	To be determined
Slope:	☒ Yes ☐ No Location: Slopes down toward the West
List existing Structures:	Library to remain (historic), School to be demolished
Vegetation:	☒ Yes ☐ No
Flood Plain/Wetlands:	☐ Yes ☒ No
Rocks:	☐ Yes ☒ No
Historic:	☐ Yes ☒ No (Excluding Library)
Describe Ingress/Egress:	Currently only on Middlesex Rd. Would like to return from Kendall Rd. Will need to deal with 10'-12' elevation change.

Traffic Control:	☒ Currently exists; Opticon ☒ Needs to be created Agency Involved: MassDOT
Type of Road Facility is on:	☒ State ☐ County ☐ Local
Describe View Lines:	Good visibility from both directions on Middlesex



Proposed Site: 252 Middlesex Rd, Tyngsborough, MA 01879.

F2. Outdoor Recreational Needs

(Check all that apply)

☒ Security Fencing; Privacy Screen	☒ Patio	☒ Patio Table/Chairs
☒ Grill; Adjacent to kitchen	☒ Bike Rack	☐ Satellite Dish
☐ Fuel Tank(s)	Quantity:	☐ Security Fence for Tank
☒ Dumpster(s)	Quantity:	☒ Security Fence for Dumpster

F3. Parking Space Needs: **Overflow parking available nearby**

Total Responder Parking Spaces: 16-20	Total Staff Parking Spaces: 0
Total On-Call Parking Spaces: 0	Total Public Parking Spaces: 0
Do you require a Helipad: ☐ Yes ☒ No	EV Chargers: ☐ Yes ☒ No; But provide conduit for future

F4. Utilities at Site:

☒ Water	Water Size: TBD Location: TBD
☒ Sanitary Sewer	Type: ☒ Public ☐ Septic Size: TBD
☒ Storm	Storm Type: Public Location: TBD
☒ Electrical	Electrical Type: TBD Location: TBD
☒ Phone	Phone Provider: TPX
☒ Cable	Cable Provider: Comcast
☐ Natural Gas	Natural Gas Provider: Will not be available on the site

G. APPARATUS BAYS

G1. Number of Vehicles: Now: **10** Future:

Name	Type	Size	To be Housed in New Station
Ambulance 1	Ambulance	22'x8'x10'	Yes
Ambulance 2	Ambulance	22'x8'x10'	Yes
	Engine/Pumper	32'x8'x10'	Yes
Ladder 1	Ladder	38'x8'x12'	Yes
	Tank Truck	34'x8'x10'	Yes
	Air Trailer	20'x8'x8'	Yes
	Boat/Trailer	26'x8'x10'	Yes - Outbuilding
	Brush Truck	24'x8'x8'	Yes - Outbuilding
	Service Truck	20'x7'x7'	Yes - Outbuilding
Chief's	SUV	18'x7'x7'	Yes - Outbuilding

G2. Total number of Bays Required:

(Check all that apply)

☒ Drive-through	Number of Drive-through Bays: 4	
☒ Double Deep	Number of Double Deep: 4	
☐ Single Deep	Number of Single Deep: N/A	
☐ Maintenance Bay	☐ Flex Bay	☐ Wash Bay

Future Expansion of Bays: ☒ Yes ☐ No; If site orientation allows
Number of Front-Line Response: 4

G3. Apparatus Bay Doors:

☒ Front	☐ Overhead ☒ four-fold	Quantity: 4	Width: 14'	Height: 14'
☒ Rear	☒ Overhead ☐ four-fold	Quantity: 4	Width: 14'	Height: 14'

G4. Other Item Requirements

(Check all that apply)

☐ Foam and Type:	☒ Trench Drains
☐ Catch Basins	☒ Fume Exhaust; Source capture
☒ Oil/Water Separator, # of Gallons: 1,000	☒ Hose Reel(s)
☒ Truck Fills	☐ Wall Hydrant
☒ Outdoor Hydrant	☒ Overhead Fans
☒ Electrical Drops, # of Vehicles: all positions	☒ Air Drops, # of Vehicles: all positions
☐ Brakes, # of Vehicles:	☒ Compressed Air for Tools
☒ Sink(s)	☐ Ice Machine
☐ Fire Poles	☐ Power Washer
Flooring Type: ☒ Epoxy ☐ Sealer ☐ Polished	
Other Equipment: N/A	

Comments/Miscellaneous: **In floor radiant heat for the bays**



G5. Mezzanine: ☒ Yes ☐ No

Size: **TBD; ~1,000 sq. ft.**

Describe Use of Mezzanine: **Storage and training where feasible**

G6. OUTBUILDING

Size: **TBD**

Describe Use: **Storage for additional vehicles and space for public restrooms with exterior access**

H. FIREMATIC SUPPORT

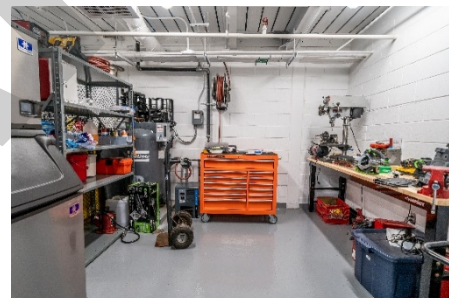
H.1 MECHANIC WORK ROOM AND TOOL STORAGE

Location: **Adjacent to Apparatus Bay**

Size: **150 sq. ft.**

Security: ☐ Yes ☒ No

Describe type of service to be performed: **General maintenance**



(Check all that apply)

☒ Electrical Outlets	☒ Tool Chest	☐ Rolling Cart
☒ Utility/Mop Sink	☒ Compressed Air	☒ Countertop-Work space
☐ Wall/Base Cabinet(s)	☐ Spare Equipment	

Adjacencies/Comments: **N/A**

H.2 STORAGE ROOM:

Location: **Adjacent to Apparatus Bay**

Size: **120 sq. ft.**

Security: ☐ Yes ☒ No

Describe items to be Stored: **Fire Equipment**

(Check all that apply)

☐ Electrical Outlets	☒ Ventilation	☐ Mop/Broom Holder
☐ Sink	☒ Shelving Unit(s)	☐ File Cabinets
☐ Wall/Base Cabinet(s)	☐ Spare Equipment	☐ Chair/Table Rack(s)

Adjacencies/Comments for Storage Room: **N/A**

H.3 FIREMATIC DECON

Location: **Adjacent to Apparatus Bay**

Decon/Laundry Size: **440 sq. ft.**

Security: ☐ Yes ☒ No

Requires Exterior Door: ☒ Yes ☐ No



DECON

☐ Boot Wash	☒ Sink	☒ Drench/Eye Wash; Located in bays, cartridge
☒ Floor Drain	☐ Hose Bib	☐ Holding Tank
☒ NFPA 1581 Direct Access to Hot Zone Transition Area Requirement		

Adjacencies/Comments: **N/A**

LAUNDRY

☒ Hand Sink	☒ Floor Drain	☐ Folding Table/Counter
☐ Commercial Washer	☐ Commercial Dryer	
☒ Gear Extractor (2) needed	☒ Gear Dryer (1) existing, (2) needed	☒ Concrete Pad to Secure Extractor
☒ NFPA 1581 Direct Access to Hot Zone Transition Area Requirement		

Adjacencies/Comments: **N/A**

DECON SHOWERS AND CHANGING AREA:

Size: **150 sq. ft. each**

Type: ☐ Male ☐ Female ☒ Unisex **(2)**

☒ Sink	☒ Floor Drain	☒ Shower(s)
☐ Toilet(s)	☐ Urinal(s)	☐ Lockers
☒ Benches		

Adjacencies/Comments: **Personal lockers located in corridor. High Privacy enclosed stalls with changing area (bench) outside of shower.**

H.4 EMS STORAGE

Location: **Adjacent to Apparatus Bay**

Size: **80 sq. ft.**

Security: ☒ Yes ☐ No

Describe items to be Stored: **Bandages, towels, etc. Controlled substances will not be stored.**

(Check all that apply)

☒ Electrical Outlets	☒ Ventilation	☐ Floor Drain
☐ Stainless Steel scullery Sink	☒ Shelving Unit(s)	☐ File Cabinet(s)
☒ Wall Cabinet(s)	☐ Base Cabinet(s)	☐ Solid Surface Counter
☐ Lockable Glass Front Cabinet(s)	☐ Ice Machine	

Adjacencies/Comments: **N/A**

H.5 AIR ROOM (SCBA)/OXYGEN

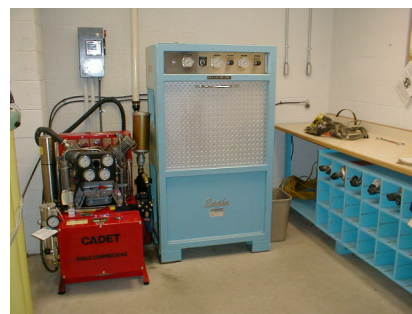
Location: **Adjacent to Apparatus Bay**

Size: **180 sq. ft.**

Security: ☐ Yes ☒ No

Will this room require Public Access: ☐ Yes ☒ No

Will this room require Vendor Access: ☒ Yes ☐ No



☒ Sink; For cleaning face masks, face shield hooks	☒ Floor Drain	☐ Counter Space
☒ Cascade System	☐ Chemical, Biological, Radiological & Nuclear (CBRN) ☐ External Feed Line	☐ Air compressor ☐ Sound Batts
☐ Air Remote Fill Station	☐ Air Bottles Quantity: Size:	☒ Oxygen Storage System Quantity of Cylinders: TBD
☒ New Compressor	☐ Use Existing Compressor	☐ Compressor requires A/C & Exhaust
☒ SCBA Storage	☐ SCBA Racks Type:	☒ Cleaning Station for SCBA; Face masks

Air Room (SCBA)/Oxygen Adjacencies/Comments: **N/A**

H.6 TURNOUT GEAR ROOM

Location: **Adjacent to Apparatus Bay**

Size: **500 sq. ft.**

Amount of Gear Sets: **(2) per locker**

Security: ☐ Yes ☒ No

(Check all that apply)



☒ Floor Drain	☒ Outlets
Ventilation:	☒ Overhead Fans ☒ A/C ☐ Constant Exhaust ☒ HEPA Filter
Lockers:	Type: ☒ Gear Grid; Jumbo ☐ Other Quantity: 40 ☐ Plan for Future Growth N/A Quantity for Future Growth: N/A
Racks:	☒ Rolling Racks ☒ Wall Mount Racks Rack Size: As needed Rack Quantity: As needed
Benches:	☒ Floor Mounted Bench ☐ Portable Bench Quantity of Benches: As needed

Adjacencies/Comments: **Shelving and outlets for radios. 4 shift system.**

H.7 HOSE STORAGE ROOM

Location: **Adjacent to Apparatus Bay, potentially off of tower**

Size: **80 sq. ft.**

Security: ☐ Yes ☒ No

(Check all that apply)

☐ Ventilation	☒ Floor Drain	☐ Winch Required
Hose Type and Size:	☒ Racks Quantity: TBD	Hose Drying: ☐ Tower ☐ Other:

Adjacencies/Comments: **Open to bays, may be an alcove**

H.8 REST ROOM FOR APPARATUS BAY

Location: **Adjacent to Apparatus Bay**

Size: **72 sq. ft.**

Quantity of Rest Rooms: **(1)**

Type: ☐ Male ☐ Female ☒ Unisex

Security: ☒ Yes ☐ No

(Check all that apply)

Plumbing:	☒ Toilet ☒ Sink ☐ Urinal ☐ Shower ☒ Floor Drain ☒ Hose Bib
Finishes:	☒ Solid Surfaces ☐ Tile ☐ Stainless Steel Fixtures ☒ Exhaust Fan ☒ Auto Flush Fixtures ☐ HDPE Toilet Partition
Floor Finish	☐ Epoxy Floor ☒ Tile
Wall Finish	☒ Epoxy painted CMU ☐ Tile

Adjacencies/Comments: **N/A**

H.9 TRANSITION AREA

Location: **Connecting the hot zone (firematic areas)
to the cold zone (clean admin areas)**

Size: **140 sq. ft.**

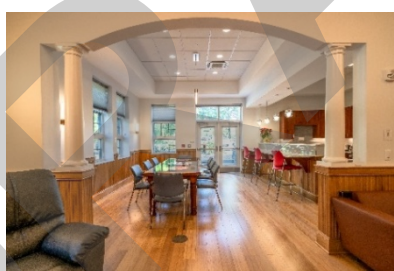
Security: ☐ Yes ☒ No



Plumbing:	☒ Sink ☐ Shower ☒ Floor Drain
Equipment:	☒ Boot Wash ☒ Hooks ☒ Bench(es) ☐ Lockers ☐ Clothes Hooks ☒ Hand Sanitizer ☒ Walk-off Mats ☐ Washer/Dryer ☒ Air Pressure Differential
Electrical:	☐ UV Lights ☒ Exhaust Fan
Door Hardware	☒ Closer ☐ Panic Hardware ☒ Weatherstripping ☒ Threshold ☒ Vision Lite ☒ Open Alarm ☒ Door Position Sensor
Floor Finish	☐ Tile Flooring ☐ High End Vinyl Flooring ☐ Polished Concrete ☒ Epoxy Floor
Wall Finish	☒ Epoxy painted CMU ☐ Tile

Adjacencies/Comments: **N/A**

I. FIREFIGHTERS/EMT'S



I.1 DAY ROOM

Location: **Within the same space as the Kitchen/Dining area as an open space concept.**

Size: **300 sq. ft.**

Describe Use: **Social space for eating and entertainment**

Number of Seating: **(8) recliners**

Security: ☐ Yes ☒ No

(Check all that apply)

Seating Type:	☒ Recliners (8) ☐ Couches ☐ Side Chair(s)
Furnishings:	☒ End Table(s) ☒ Entertainment Cabinet ☒ Built-Ins

	☒ Book case ☐ Display Case(s) ☒ Computer Workstation (See Item I.2)
Equipment:	☒ TV(s) Large ☒ Wall Mount TV ☐ Projector
Electrical/Plumbing:	☒ Water Line ☒ Dimmer Lighting ☒ Overhead Lighting

Adjacencies/Comments: **With workstation I.2 and Kitchen I.3**

I.2 WORKSTATION

Location: **Within the dayroom**

Size: **80 sq. ft.**

Number of occupants: **(2)**

Function: **Ambulance/training report space**

(Check all that apply)



Furnishings:	☐ Desk ☒ Workstation ☐ Side Table ☐ Table/2 Chairs ☐ Credenza ☐ File Cabinet ☐ Bookcase(s) ☒ Printer
Electrical:	☒ 4-Plex outlets ☐ Overhead Lighting ☒ Task Lighting

Adjacencies/Comments: **With Dayroom I.1 and Kitchen I.3**

I.3 KITCHEN

Location: **Within the dayroom greater open area**

Size: **250 sq. ft.**

Requires Exterior Door for Patio Access/Food

Deliveries: ☒ Yes ☐ No

(Check all that apply)



☒ Commercial Kitchen	☐ Residential Kitchen
☒ Combine with Dining	☒ Combine with Day Room

Adjacencies/Comments: **N/A**

KITCHEN EQUIPMENT

(Check all that apply)

Stove:	☐ Gas/Propane ☒ Electric ☐ Griddle ☐ Ansul Hood Number of Burners: (6)
Oven:	☐ Gas/Propane ☒ Electric
Refrigerator:	☒ Double Door ☐ Single Door ☐ Ice Maker ☐ Requires to be Locked/Secured
Freezer:	☐ Upright Double Door ☒ Upright Single Door ☐ Chest ☐ Requires to be Locked/Secured
Stainless Steel Sink	☒ Deep Basin ☒ Sprayer ☒ Side Board/Drainer Number of Basins: As needed, 3 sinks for commercial
Dishwasher:	☒ Commercial ☐ Residential
Microwave:	☒ Under Counter Mount ☐ Countertop
Miscellaneous:	☒ Ice Machine ☒ Coffee/Esspresso Machine ☐ Fryer ☒ Direct Plumb/Water Line ☒ Floor Drain

Adjacencies/Comments: **N/A**

KITCHEN CASEWORK/BUILT-INS AND FINISHES/MATERIALS

Casework/Built-Ins:	☒ Wall Cabinets ☒ Base Cabinets ☒ Prep Island
Finishes/Materials Ceiling/Walls:	☐ Solid Surface Countertops ☒ Quartz Countertops ☒ Stainless Steel Fixtures ☒ Tile Flooring ☐ High End Vinyl Flooring ☐ Polished Concrete Flooring ☐ Solid Surface Walls ☒ Tile Walls Backsplash

Adjacencies/Comments: **N/A**

I.4 KITCHEN PANTRY/FOOD STORAGE

Location: **Adjacent to the kitchen**

Size: **80 sq. ft.**

Will this be part of the Kitchen: ☒ Yes ☐ No

Will this be a separate room: ☒ Yes ☐ No

Does each shift require their own Pantry: ☐ Yes ☒ No

Will Pantry/Storage Unit need to be locked: ☐ Yes ☒ No

Type of Storage:	☐ Wall/Base Cabinet(s) ☒ Built-In Cabinet(s) ☐ Stainless Steel Shelving
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Adjacencies/Comments: **Four shifts, cabinets for each shift (2 FT, 3 PT shift)**

I.5 DINING AREA

Location: **Within the dayroom greater open area**

Size: **200 sq. ft.**

Number of Seating: **(10) Some of the seating may be at an eat-in counter.**

Will Dining Area be combined with Kitchen: ☒ Yes ☐ No

Will Dining Area be combined with Day Room: ☒ Yes ☐ No

Furnishings:	☐ Round/Oval Table ☒ Square/Rectangle Table ☒ Counter ☒ TV/Mount (I Am Responding)
Flooring:	☐ Tile Floor ☒ Vinyl Floor ☐ Polished Concrete

Adjacencies/Comments: **Should be accessible to the outdoor patio with a sliding glass door.**

I.6 EXERCISE ROOM

Location: **Cold (Admin) side**

Size: **500 sq. ft.**

Security: ☐ Yes ☒ No

Will the room be shared with other departments:

☐ Yes ☒ No

Require a private exterior entrance: ☐ Yes ☒ No

High ceilings to accommodate equipment: ☒ Yes ☐ No



Equipment:	☒ Cardio ☒ Weights ☒ Machines ☒ Universal
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	☒ New Equipment ☒ Existing Equipment
Furnishings:	☒ Recycled Rubber Floor ☒ Handrails ☒ Blocking in Walls ☒ Mirrors ☒ High TV Mount ☒ Sound System ☒ Outlets

Adjacencies/Comments: **Window to interior corridor, may be in door.**

J. BUNKING

J.1 BUNK ROOMS

Location: **Cold (Admin) side, near dayroom**

Size: **(7) 120 sq. ft. standard single bunks, (1) 160 sq. ft. for shift commander with workstation**

Meet NFPA 15801.3-3.1 "Sleeping Areas" Requirements: ☒ Yes ☐ No

Security: ☒ Yes ☐ No

(Check all that apply)

Type:	☐ Male ☐ Female ☒ Unisex ☒ Single ☐ Double ☐ Quad ☐ Gang
Furnishings:	☒ Twin Size Bed ☐ Bunk Bed ☐ Murphy Bed ☒ Desk; for shift commander only ☒ Wardrobe: in corridor ☒ Nightstand ☐ Table/Chairs ☒ Room darkening Shade
Electrical:	☒ Overhead Lighting ☒ Dimmer(s) ☒ Ceiling Fan

Adjacencies/Comments: **N/A**

J.2 PERSONAL LOCKERS

Location: **In bunk corridor**

Number of Lockers: **(40 max.)**

Benches: ☐ Yes ☒ No

Locker Type: **Built-in Wooden, lockable**

Locker Size: **TBD**

Adjacencies/Comments: **Near bunks**



J.3 BATH/SHOWERS

Location: **Adjacent to Bunk Rooms & personal lockers**

Size: **120 sq. ft. ea. Approximate. (1) to be ADA Accessible**

Quantity: **(3)**

Type: ☐ Male ☐ Female ☒ Unisex

Require a Washer/Dryer area: ☐ Yes ☒ No; **Located in Laundry Room**

(Check all that apply)

Fixtures:	☒ Toilet ☐ Urinal ☒ Sink(s) ☒ Shower(s) ☐ Storage
Furnishings:	☐ Hand Dryer ☐ Automatic Flush ☐ Automatic Faucets ☒ Exhaust Fan ☒ Solid Surfaces ☒ Shelf for Toiletries

Adjacencies/Comments: **N/A**

J.4 QUARTERMASTER SUPPLY STORAGE

Location: **Cold (Admin) side**

Size: **100 sq. ft**

Will this storage room require ventilation: ☒ Yes ☐ No

Security: ☒ Yes ☐ No

(Check all that apply)

Furnishings/Equipment:	☐ Wall Cabinet(s) ☐ Base Cabinet(s) ☐ Counter ☒ Stainless Steel Shelving ☐ Washer/Dryer ☒ Folding Table
Plumbing/Electrical:	☐ Utility Sink ☐ Floor Drain ☐ Dryer Vent ☐ Outlets

Adjacencies/Comments: **N/A**

J.5 LAUNDRY

Location: **Admin side, cold zone, located near bunks, bathrooms and showers**

Size: **120 sq. ft**

Will this storage room require ventilation: ☒ Yes ☐ No

Security: ☐ Yes ☒ No

(Check all that apply)

Furnishings/Equipment:	☐ Wall Cabinet(s) ☐ Base Cabinet(s) ☒ Counter ☒ Stainless Steel Shelving ☐ Folding Table ☒ Residential Washer ☒ Residential Dryer
Plumbing/Electrical:	☒ Utility Sink ☒ Floor Drain ☒ Dryer Vent ☒ Outlets

Laundry Adjacencies/Comments: N/A

K. ADMINISTRATION

K.1 EOC/TRAINING ROOM

Location: Cold (Admin) side, located off the public lobby

Size: 1,200 sq. ft.

Number of seating: (40)

Security: ☒ Yes ☐ No



Will this room require a room divider: ☒ Yes ☐ No, % of division: 50

Will this room be used for State Programs: ☒ Yes ☐ No; Approximately (24) people

Will this room be used for County Programs: ☐ Yes ☒ No

Will this room be used for Primary EOC: ☒ Yes ☐ No

Will this room be shared with Police: ☐ Yes ☒ No

Frequency use of Training Room: ☐ Daily ☐ Weekly ☒ Monthly

(Check all that apply)

Technical Needs:	☒ TV ☒ Tech for Common Operating Picture (COP) ☒ Smart Board ☒ Projector & Screen ☐ Outlets/Cable in Conference Table ☒ Additional Conduit for future ☒ Raised Floor System ☒ Power Data in Floor
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Furnishings:	☒ Training Tables ☒ Podium; Moveable ☐ Oval Conference Table ☐ Rectangle Conference Table ☒ Chair Rail
Casework/Built-Ins:	☒ Wall Cabinet ☒ Base Cabinet ☒ Countertop ☐ Bookshelves ☒ Wainscot
Training Layout:	☒ Classroom ☐ U-Shape ☒ EOC Layout; Flat Layout, flexible
Coffee Bar:	☒ Water Line ☒ Mini Refrigerator ☒ Sink
Lighting/Sound:	☒ Overhead Lighting ☒ Dimmers ☐ Several Layers ☐ Outlets/Cable in Conference Table ☒ Sound Control
Flooring	☐ LVT ☐ VT ☐ Polish Concrete ☐ Bamboo ☐ Carpet Tile ☒ Carpet Tile; with raised floor system

Adjacencies/Comments: **Full EOC Program TBD, no tiered floor. Not accessed by public through secure FF areas.**

K.2 EOC/TRAINING ROOM STORAGE

Location: **Off of training room/EOC K.1**

Size: **400 sq. ft.**

Will this storage room require ventilation: ☐ Yes ☒ No

Security: ☒ Yes ☐ No

(Check all that apply)

Usage of Room:	☒ Store Tables/Chairs ☒ Table/Chair Racks ☒ Training Equipment ☐ Other:
Requirements:	☒ Double Doors ☐ Wall/Base Cabinets ☒ Shelving ☐ Outlets ☒ Chair Rail
Flooring:	☐ LVT ☐ VT ☐ Polish Concrete ☐ Bamboo ☒ Carpet Tile; Match Training room floor

Storage Adjacencies/Comments: **Direct to training room**

K.3 COMMUNICATIONS/RADIO ROOM

Location: **Cold (Admin) side, located adjacent to the EOC/Training Room with views of the apron**

Size: **225 sq. ft.**

Number of seating: **(2) Workstations**

Describe Use: **Secondary PSAP, Radio rack, Workstations**

Security: ☒ Yes ☐ No



(Check all that apply)

Technical Needs:	☒ TV monitors ☒ Phone & Data ☒ Outlets
Furnishings:	☒ Workstation (2) ☒ Wall Map ☒ White/Bulletin Board
Casework/Built-Ins:	☐ Wall Cabinet ☐ Base Cabinet ☒ Countertop/Console ☐ Bookshelves ☐ Wainscot ☒ File Cabinets
Lighting/Sound:	☒ Overhead Lighting ☒ Dimmers ☐ Several Layers ☒ Speaker System ☒ Sound Control
Flooring	☒ LVT ☐ VCT ☐ Polish Concrete ☐ Bamboo ☐ Carpet Tile ☐ Carpet Tile

Adjacencies/Comments: **No physical access to bays, only direct line of sight to apron**

K.4 CONFERENCE ROOM

Location: **Cold (Admin) side**

Size: **250 sq. ft.**

Number of seating: **(8)**

Security: ☒ Yes ☐ No

(Check all that apply)



Furnishings:	☐ Oval Conference Table ☒ Rectangle Conference Table ☐ Podium ☒ Chair Rail ☐ Bookcase(s)
Flooring:	☒ Carpet ☐ Linoleum
Technical Needs:	☒ AV ☐ Smart TV ☒ TV Mount ☐ Computer Monitors ☒ Smart/White Board ☐ Screen/Ceiling Hung Projector ☒ Cable for Media ☒ Outlets/Cable in Conference Table
Lighting/Sound:	☒ Overhead Lighting ☒ Dimmers ☐ Switching Options ☒ Sound Control

Adjacencies/Comments: **Direct access to Fire Chief Office and adjacent to Assistant Fire Chief Office**

K.5 OFFICE #1: ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Location: **Cold (Admin) side**

Size: **120 sq. ft.**

Number of occupants: **(1)**

Security: ☒ Yes ☐ No

(Check all that apply)

Furnishings:	☐ Desk ☒ Workstation ☐ Side Table ☐ Table/2 Chairs ☐ Credenza ☒ File storage cabinet ☐ Bookcase(s) ☐ Bulletin Board
Electrical:	☒ 4-Plex outlets ☒ Overhead Lighting ☒ Task Lighting

Office #1 Adjacencies/Comments: **Within the admin office suite, adjacent to public lobby and Chief's office and near the conference room.**

K.6 ADMINISTRATION STORAGE ROOM

Location: **Cold (Admin) side within the admin office suite, adjacent to office #1 (Item K.5)**

Size: **100 sq. ft.**

Will items require Fire Rating: ☐ Yes ☒ No, for how many hours: **N/A**

Will this room require Sprinklers: ☐ Yes ☒ No, Type: ☐ Dry ☐ Wet

Will this room require Ventilation: ☒ Yes ☐ No

Security: ☒ Yes ☐ No

(Check all that apply)

Furnishings/Casework:	☐ Desk ☐ Workstation ☐ Counter Workspace ☐ Wall Cabinet ☐ Base Cabinet
File Storage:	☐ Credenza(s) ☒ Vertical File Cabinet(s) ☒ Shelving ☐ Lateral File for Large Format Documents

Adjacencies/Comments: **N/A**

K.7 OFFICE #2: FIRE CHIEF

Location: **Cold (Admin) side within the admin office suite, adjacent to the administrative admin/receptionist, with direct access to the conference room.**

Size: **220 sq. ft.**

Number of occupants: **(1)**

Security: ☒ Yes ☐ No

(Check all that apply)

Furnishings:	☒ Desk ☐ Workstation ☐ Side Table ☒ Table/2 Chairs ☒ Credenza ☐ File Cabinet ☒ Bookcase(s) ☐ Bulletin Board ☒ TV monitor
Electrical:	☒ 4-Plex outlets ☒ Overhead Lighting ☒ Task Lighting

Office #2 Adjacencies/Comments: **N/A**

K.8 OFFICE #3: ASSISTANT FIRE CHIEF

Location: **Cold (Admin) side**

Size: **196 sq. ft.**

Number of occupants: **(1)**

Security: ☒ Yes ☐ No

(Check all that apply)

Furnishings:	☒ Desk ☐ Workstation ☐ Side Table ☒ Table/2 Chairs ☒ Credenza ☐ File Cabinet ☒ Bookcase(s) ☐ Bulletin Board ☒ TV monitor
Electrical:	☒ 4-Plex outlets ☒ Overhead Lighting ☒ Task Lighting

Office #3 Adjacencies/Comments: **Within the admin office suite, adjacent to the Fire Chief admin/receptionist, near the conference room.**

K.9 OFFICE #4: FIRE PREVENTION/EMS/TRAINING SHARED OFFICE

Location: **Cold (Admin) side within the admin office suite**

Size: **240 sq. ft.**

Number of occupants: **(3)**

Security: ☒ Yes ☐ No

(Check all that apply)

Furnishings:	☐ Desk(s) ☒ Workstation ☐ Side Table ☐ Table/2 Chairs ☐ Credenza ☒ File Storage ☒ Bookcase(s) ☐ Bulletin Board
Electrical:	☒ 4-Plex outlets ☒ Overhead Lighting ☒ Task Lighting

Office #4 Adjacencies/Comments: **Counter w/filing cabinets**

K.10 OFFICE #5: MISC.

Location: **Cold (Admin) side within the admin office suite**

Size: **100 sq. ft.**

Number of occupants: **(1)**

Security: ☐ Yes ☒ No

(Check all that apply)

Furnishings:	☒ Desk ☐ Workstation ☐ Side Table ☐ Table/2 Chairs ☐ Credenza ☒ File Storage ☐ Bookcase(s) ☐ Bulletin Board
Electrical:	☒ 4-Plex outlets ☒ Overhead Lighting ☒ Task Lighting

Office #5 Adjacencies/Comments: **N/A**

K.11 COPIER AND OFFICE SUPPLIES AREA

Location: **Cold (Admin) side**

Size: **60 sq. ft.**

(Check all that apply)

Space Use:	☒ Copier/Printer ☐ Fax Machine ☒ Office Supplies ☐ Other:
Casework/Built-Ins:	☒ Mail Slots ☒ Wall Cabinets ☒ Base Cabinets ☒ Counter Workspace ☐ Credenza ☒ File Cabinets ☒ 4-Plex outlets

Adjacencies/Comments: **Within the admin office suite, open area**

K.12 IT SERVER ROOM AND STORAGE

Location: **Cold (Admin) side**

Size: **120 sq. ft.**

Security: ☒ Yes ☐ No

(Check all that apply)

Furnishing/Equipment:	☐ Workstation ☒ 4-Racks ☒ Cable Trays ☒ Access Control ☐ 911 Console ☒ Phone Backboard ☒ Camera System ☒ Security System
Ventilation/Sprinkler:	☒ Constant HVAC with High Temp Alarm ☒ Halon Fire Protection System ☐ UPS ☒ Additional Conduit for Future Use

Adjacencies/Comments: **Within the admin office suite**

K.13 ADMIN REST ROOM

Location: **Cold (Admin) side**

Size: **72 sq. ft.**

Quantity of Rest Rooms: **(1)**

Type: ☐ Male ☐ Female ☒ Unisex

Security: ☐ Yes ☒ No

(Check all that apply)

Plumbing:	☒ Toilet ☒ Sink ☐ Urinal ☒ Floor Drain
Finishes:	☐ Solid Surfaces ☒ Tile ☐ Stainless Steel Fixtures ☒ Exhaust Fan ☒ Auto Flush Fixtures ☐ HDPE Toilet Partition

Adjacencies/Comments: **Within the admin office suite**

L. PUBLIC SPACES

L.1 ENTRY VESTIBULE

Location: **Front Entrance**

Size: **60 sq. ft.**

Will area be used for Public Drop Off: ☒ Yes ☐ No, Describe Items: **Misc. Packages**

L.2 PUBLIC LOBBY

Location: **Front Entrance**

Size: **150 sq. ft.**

Security: ☐ Yes ☒ No

(Check all that apply)

Use of Space:	☐ Public Reception Area ☒ Elevator ☒ Stairs ☒ Display Area for Trophies, Plaques, Memorial, etc. ☒ Seating for 3-4 ☒ Emergency phone ☒ Smart Monitor
Casework/Built-Ins:	☐ Trophy Case ☒ Display Shelves ☐ Spot Lighting for Displays

Will this area be used to display Antique Apparatus: ☐ Yes ☒ No

Will double doors be required for Apparatus display: ☐ Yes ☒ No

Adjacencies/Comments: **N/A**

L.3 PUBLIC REST ROOMS

Location: **Off of public lobby**

Size: **400 sq. ft. each**

Quantity of Rest Rooms: **(Single User Rooms)**

Type: ☐ Male ☐ Female ☒ Unisex

(Check all that apply)

Plumbing:	☒ Toilet ☒ Sink ☐ Urinal ☒ Floor Drain
Finishes:	☐ Solid Surfaces ☒ Tile ☐ Stainless Steel Fixtures ☒ Exhaust Fan ☒ Auto Flush Fixtures ☐ HDPE Toilet Partition

Adjacencies/Comments: **N/A**

Adjacencies/Comments: **N/A**

L.4 FAMILY RELATIONS & FIRST AID

Location: **Adjacent to Public Lobby**

Size: **150 Sq. ft.**

Describe Use: **Triage and safe drop-off**

Security: ☐ Yes ☒ No

(Check all that apply)

☐ Exam table	☒ Counter	☒ Sink
☒ Supplies Cabinet(s)	☒ Seating for Visitor(s) (3-4)	

Adjacencies/Comments: **N/A**

M. MISCELLANEOUS

M.1 CUSTODIAL CLOSET(S) & HOUSEKEEPING

Location: **Per floor if two story**

Size: **20 - 40 sq. ft. each**

Will this closet require ventilation: ☒ Yes ☐ No

Security: ☐ Yes ☒ No

(Check all that apply)

Furnishings/Equipment:	☐ Shelving ☒ Gear Grid Mop/Broom Holder
Plumbing/Electrical:	☐ Utility Sink ☒ Floor/Mop Sink ☒ Floor Drain ☐ Outlets

Custodial Closet Adjacencies/Comments: **N/A**

M.2 MECHANICAL/ELECTRICAL/PLUMBING ROOM

Location: **Cold (Admin) side, Central if possible**

Size: **650 sq. ft.**

Will this room require ventilation: ☒ Yes ☐ No

Does this room serve entire facility: ☒ Yes ☐ No

Security: ☒ Yes ☐ No

(Check all that apply)

Equipment:	☐ Boiler ☒ Wall Hung Boiler; In-floor radiant ☒ Water Heater ☐ Wall Hung Water Heater ☒ Transfer Switch ☒ Main Disconnect ☒ Electrical Panel ☒ Floor Drain
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Mechanical Room Adjacencies/Comments: **MEP Systems TBD**

M.3 ELEVATOR AND MACHINE ROOM

Location: **Public Lobby**

Size: **Machine Room: 8'x10' and Elevator Shaft: 10'x10' (if 2-story facility)**

Public Access: ☒ Yes ☐ No

Security: ☒ Yes ☐ No

Elevator and Machine Room Adjacencies/Comments: **Could look into machine-room-less model**

M.4 MISCELLANEOUS ISSUES/COMMENTS:

For the two-story option, add 800 sq ft for two egress stairs.

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