



Ridgefield, Connecticut

Public Safety Facility Facility Space Needs Assessment January 22, 2020

Area/Room Title	Rm. Type	Occ.	# of Rms.	Rm. Area	Subtotal	Total	Comments
Shared Areas							
Public Areas							
Public Lobby							
Vestibule		13.2	0	1	80 sf	80 sf	
Lobby/Waiting		13.1	8	1	400 sf	400 sf	
Upper Lobby		13.6	0	1	150 sf	150 sf	
Public Toilets		7.1	1	2	65 sf	130 sf	
First Aid & Triage			1	1	150 sf	150 sf	
Public Interview		5.2	3	2	90 sf	180 sf	
Permit Off.		5.3	2	1	100 sf	100 sf	
					Public Lobby Total:	1,190 sf	
Community / Training & E.O.C. Facilities							
Lg. Training Classroom/ E.O.C. / Community Mtg.		3.2	70	1	1750 sf	1750 sf	Possible movable partition to separate into smaller spaces.
Coat Closet		6.1	0	1	15 sf	15 sf	
Police Training Prop Storage		6.5	0	1	80 sf	80 sf	
Fire Training Prop Storage			0	1	90 sf	90 sf	
Table and Chair Storage		6.6	0	1	100 sf	100 sf	
Kitchenette		6.5	0	1	80 sf	80 sf	
Med. Classroom		3.4	35	0	700 sf	0 sf	
Furniture Storage		6.4	0	0	60 sf	0 sf	
Sm. Classroom / Grp. Training		3.4	25	0	500 sf	0 sf	
					Training Facilities Total:	2,115 sf	



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Communications							
Combined Dispatch Center							
Communications Positions		4.2	4	1	700 sf	700 sf	
Main Desk		6.5	1	1	80 sf	80 sf	
Supervisor's Office		2.2	2	1	150 sf	150 sf	
Lockers		8.1	16	1	40 sf	40 sf	12"x12"x60" (high school style locker)
Unisex Toilet		7.1	1	1	65 sf	65 sf	
Break Room/area		13.3	2	1	80 sf	80 sf	
Communications Center Total:						1,115 sf	
Information Technology Support							
IT Director		4.2	0	0	420 sf	0 sf	
Work Area		6.5	0	1	80 sf	80 sf	
Computer Network Equipment Room		6.8	0	1	150 sf	150 sf	
Equipment Room		6.8	0	1	150 sf	150 sf	
E-911 Equipment Room		6.3	0	1	40 sf	40 sf	
IDF Closets		6.1	0	2	15 sf	30 sf	
IT Support Total:						450 sf	
Police							
Administration							
Department Administration							
Administration Assistant		2.5	1	1	120 sf	120 sf	Greeter for Admin. Quick access to Chief and Major.
Visitor waiting		6.1	3	1	45 sf	45 sf	
File / Work Area		6.8	0	1	150 sf	150 sf	
Chief's Office		1.7	1	1	225 sf	225 sf	Soft Interview / meeting area w/in
Toilet		7.1	1	1	65 sf	65 sf	
Major's Office		1.6	1	1	200 sf	200 sf	Soft Interview / meeting area w/in
Toilet		7.2	1	1	70 sf	70 sf	
Captain's Office (Professional Standards)		1.5	1	1	175 sf	175 sf	



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Patrol Captain's Office	1.5	1	5	175 sf	875 sf		Storage for files
Book Keeping	1.2	1	1	120 sf	120 sf		files within
Accreditation Office	1.2	1	1	120 sf	120 sf		
Conference Room	3.2	12	1	300 sf	300 sf		
Coffee Area	6.2	0	1	25 sf	25 sf		
Department Supplies	6.1	0	1	15 sf	15 sf		
Personnel Files	6.4	0	1	60 sf	60 sf		
Staff Mail	6.1	0	1	15 sf	15 sf		
Toilets	7.1	0	2	65 sf	130 sf		
Department Administration Total:						2,710 sf	
Uniform Division (Patrol)							
Records/Data Processing							
						located close to patrol operations	
Records Workspace	2.3	2	1	90 sf	90 sf		
Public Information Counter	6.3	0	1	40 sf	40 sf		
File Area	6.8	0	1	150 sf	150 sf		
Photocopy	6.1	0	1	15 sf	15 sf		
Department Supplies	6.1	0	1	15 sf	15 sf		
Archives	14.3	0	1	400 sf	400 sf		
Records/Data Processing Total:						710 sf	
Court Liaison-							
Court Liaison Officer (DA)	2.3	2	0	180 sf	0 sf		
Victim/Witness Advocate	1.4	1	0	150 sf	0 sf		
Court Liaison Total:						— sf	



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Patrol Administration							
							Suite
Patrol Lieutenant's Office	1.4	5	1	750 sf	750 sf		
Patrol Sergeant's Office	2.2	6	1	450 sf	450 sf		Patrol files located within suite
Library	6.5	0	1	80 sf	80 sf		
				Patrol Administration Total:		1,280 sf	
Patrol Facilities							
Roll Call (Briefing) Room	3.1	20	1	400 sf	400 sf		
Radio Storage/Checkout	6.2	0	1	25 sf	25 sf		
Report Preparation	3.4	6	1	210 sf	210 sf		
Non-status Offender Holding Room	10.1	1	1	60 sf	60 sf		Locate to Adj. to Reports / Srgts.
Armory	6.4	0	0	60 sf	0 sf		
Armory / Weapons Cleaning	6.5	2	1	160 sf	160 sf		Sonic hand gun cleaner/ventilation along wall (low at work surface)
Storage Room	6.2	0	1	25 sf	25 sf		Adjcent to roll call - Patrol Long guns (10), tazers (16), Ammo, Radio Charging
				Patrol Facilities Total:		880 sf	
Professional Standards / Services Division							
Community Relations							
SRO Office	2.3	3	0	270 sf	0 sf		Space provided within schools
Dare Storage	6.4	0	1	60 sf	60 sf		
Community Relations Storage	6.4	1	1	60 sf	60 sf		
K-9 Unit	2.3	2	0	180 sf	0 sf		
K-9 Storage	6.4	0	1	60 sf	60 sf		dog food, Treats, Training gear
				Community Services Total:		180 sf	
Bicycle Patrol							
Bicycle Storage	6.8	0	0	150 sf	0 sf		See out building
Bicycle Patrol Total:							0 sf
Investigation Division							



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Investigative Division							
Detective Captain's Office	1.5	1	1	175 sf	175 sf		
Detectives Work Space	2.3	6	1	540 sf	540 sf		
Interview Rooms	5.2	3	2	90 sf	180 sf		
Video Observation Room	6.4	0	1	60 sf	60 sf		
Youth Officer / Det	1.6	1	1	200 sf	200 sf		
Equipment Storage	6.2	0	3	25 sf	75 sf		Video & Photo processing, Metal Detectors, Trail Cameras
Investigative Division Total:						1,230	sf
Evidence and Property							
Evidence Receiving	6.4	0	1	60 sf	60 sf		Other tag & Bag and place in lockers to evidence Receiving
Evidence Drying Room	6.3	0	1	40 sf	40 sf		Det. Access Only
Evidence Processing Laboratory	6.7	0	1	120 sf	120 sf		Det. Access Only
Evidence Storage	14.3	0	1	400 sf	400 sf		
Drug Room	6.1	0	1	15 sf	15 sf		
Weapons Room	6.3	0	1	40 sf	40 sf		
Temporary Weapons Room	6.4	0	1	60 sf	60 sf		
Found Property Holding	6.8	0	1	150 sf	150 sf		
Evidence and Property Total:						885	sf



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Area/Room Title	Rm. Type	Occ.	# of Rms.	Rm. Area	Subtotal	Total	Comments
Department Training							
Training Facilities							
Simulation Training	14.2	4	1	1200 sf	1200 sf		
Control Booth	6.5	1	1	80 sf	80 sf		
Training Office	1.1	1	1	100 sf	100 sf		
Kitchenette	6.5	0	0	80 ef	0 ef		
Med. Classroom / EOC	3.1	35	0	700 ef	0 ef		
Furniture Storage	6.4	0	0	60 ef	0 ef		
Sm. Classroom / Grp. Training	3.1	25	0	500 ef	0 ef		
				Training Facilities Total:	1,380 sf		
Wellness Facilities							
Wellness Center	14.9	0	1	1200 sf	1200 sf		
Defensive Tactics	14.5	0	1	600 sf	600 sf		
Equipment Storage	6.5	0	1	80 sf	80 sf		
				Wellness Center Total:	1,880 sf		



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Staff Facilities							
Staff Facilities							arrange locker rooms to allow for flexibility of male/female ratio
Male Staff Locker Room		8.5	50	1	900 sf	900 sf	36"x24"x72" Duty Locker w/ Drawer
Male Toilets		7.5	0	1	240 sf	240 sf	
Male Showers		9.1	5	1	150 sf	150 sf	
Female Locker Room		8.5	10	1	180 sf	180 sf	36"x24"x72" Duty Locker w/ Drawer
Female Toilets		7.3	0	1	160 sf	160 sf	
Female Showers		9.1	2	1	60 sf	60 sf	
Civilian Staff Locker Room		8.2	12	1	60 sf	60 sf	
Break Room		3.2	10	1	250 sf	250 sf	
Miscellaneous Toilets		7.2	0	2	70 sf	140 sf	
Union Office		1.2	1	1	120 sf	120 sf	
Police Benevolant Association (PBA) Office		1.1	1	1	100 sf	100 sf	
PBA Storage		6.5	1	0	80 sf	0 sf	Located within outbuilding
					Staff Facilities Total:	2,360 sf	
Detention Area							
Sally Port							
Vehicle Sally Port Bay		11.1	0	2	480 sf	960 sf	
Vehicle Supply Storage		6.4	0	1	60 sf	60 sf	
					Sally Port Total	1,020 sf	



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Prisoner Processing							
Processing Area		13.5	4	1	480 sf	480 sf	also acts as matron space
Temporary Holding		5.1	4	1	100 sf	100 sf	
Intoxilyzer Room		5.2	2	1	60 sf	60 sf	
Prisoner Toilet/Shower (Decon)		7.2	0	1	70 sf	70 sf	
Prisoner Property Lockers		8.1	8	1	20 sf	20 sf	
Custodial		6.2	0	1	25 sf	25 sf	
Interview Room		5.1	3	1	75 sf	75 sf	
Matron		13.3	4	0	80 sf	0 sf	
Prisoner/Bondsman interface		5.1	2	1	50 sf	50 sf	
Prisoner Release Vestibule (man lock)		13.1	0	1	50 sf	50 sf	
					Prisoner Processing Total:		930 sf
Detention							
Male Cells		10.2	1	2	120 sf	240 sf	
Female Cells		10.2	1	2	120 sf	240 sf	
Juvenile Cells		10.2	1	0	120 sf	0 sf	
Handicapped Cells (M,F&J)		10.3	1	1	150 sf	150 sf	
Soft Cell (MH)		10.3	1	1	150 sf	150 sf	
					Detention Total:		780 sf
Fire Department Apparatus Bays							
Apparatus Bays							
Main Apparatus Bay			0	1	8,267 sf	8,267 sf	
Accessory Bay			0	1	2,399 sf	2,399 sf	
					Apparatus Bays Total:		10,666 sf



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Firematic Support							
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Mezzanine - Net Free Area		0	1	1394 sf	1394 sf		
Hose/Training Tower		0	1	636 sf	636 sf		
Storage Room #1		0	1	245 sf	245 sf		
Storage Room #2		0	1	245 sf	245 sf		
Hose Storage		0	1	115 sf	115 sf		
Fire Investigation Storage		0	1	93 sf	93 sf		
Yard Storage		0	1	178 sf	178 sf		
Hazardous Waste Storage		0	1	12 sf	12 sf		
Career Turnout Gear Storage Room		0	1	619 sf	619 sf		
Volunteer Turnout Gear Storage Room		0	1	573 sf	573 sf		
EMS Storage		0	1	316 sf	316 sf		
Decon/Laundry		0	1	502 sf	502 sf		
Hot Side Showers		0	1	276 sf	276 sf		
Hot Side Lockers		0	1	323 sf	323 sf		
Apparatus Floor Restrooms		0	2	71 sf	142 sf		
Mechanic's Workroom		0	1	266 sf	266 sf		
Hydration		0	1	36 sf	36 sf		
SCBA Compressor		0	1	127 sf	127 sf		
SCBA Fill		0	1	120 sf	120 sf		
Bay Janitor		0	1	106 sf	106 sf		
Ready Room		0	1	215 sf	215 sf		
Radio/Watch Room		0	1	186 sf	186 sf		
				Firematic Support Total:	6,725 sf		



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Administration							
Administration							
Staff Lobby		0	1	150 sf	150 sf		
Conference Room		0	1	373 sf	373 sf		
Fire Chief		0	1	263 sf	263 sf		
Assistant Fire Chief		0	1	191 sf	191 sf		
Fire Marshall		0	1	267 sf	267 sf		
Deputy Fire Marshall		0	1	159 sf	159 sf		
Plan Review		0	1	204 sf	204 sf		
Ambulance Supervisor		0	1	159 sf	159 sf		
Volunteer Deputy Chief		0	1	199 sf	199 sf		
Volunteer President		0	1	159 sf	159 sf		
Officer's Office/Bedroom		0	1	203 sf	203 sf		
Fire Administration		0	1	145 sf	145 sf		
Office Support Room		0	1	107 sf	107 sf		
Break Room		0	1	94 sf	94 sf		
Fire Prevention & Education Storage		0	1	103 sf	103 sf		
Records Storage		0	1	103 sf	103 sf		
Administrative Storage		0	1	112 sf	112 sf		
Volunteer Storage		0	1	112 sf	112 sf		
Office Area ADA Bathrooms		0	2	78 sf	156 sf		
				Fire Administration Total:	3,259 sf		



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Firefighters							
Firefighters							
1st Floor Day Room		0	1	763 sf	763 sf		
Pantry		0	1	77 sf	77 sf		
Living Room		0	1	553 sf	553 sf		
Study		0	1	149 sf	149 sf		
Volunteer Dayroom		0	1	384 sf	384 sf		
Volunteer Bunkroom		0	1	202 sf	202 sf		
Volunteer Bunker's Bathroom		0	1	94 sf	94 sf		
Locker/Shower		0	1	97 sf	97 sf		
Firefighter's ADA Compliant Bathroom		0	1	135 sf	135 sf		
Bunker's Bedrooms		0	4	104 sf	416 sf		
Bunker's Bedrooms		0	4	217 sf	868 sf		
Bunker's Bathrooms		0	3	80 sf	240 sf		
Storeroom		0	1	73 sf	73 sf		
Bunker's Area Laundry		0	1	84 sf	84 sf		
Fire Administration Total:						4,135	sf
Building Support Area							
General Storage							
General Storage Room		13.7	0	1	180 sf	180 sf	
Quartermaster Storage		6.6	0	1	100 sf	100 sf	Old Uniforms, Bulk Storage of Winter Jackets
General Storage Total:						280	sf



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Area/Room Title	Rm. Type	Occ.	# of Rms.	Rm. Area	Subtotal	Total	Comments
Facility Maintenance							
Custodial Closets	6.2	0	3	25 sf	75 sf		
Equipment Storage	6.6	0	1	100 sf	100 sf		Car Seat Storage / Out Building
Traffic Storage	6.6	0	1	100 sf	100 sf		Signage, etc..
Supplies Storage	6.4	0	1	60 sf	60 sf		
Facility Maintenance Total:						335	sf
Vertical Circulation							
Stairs		0	5	400 sf	2000 sf		
Elevator		0	2	100 sf	200 sf		
Elevator Machine Room		0	2	40 sf	80 sf		
Vertical Circulation Total:						2,280	sf
Building Services							
Laundry	6.6	0	1	100 sf	100 sf		Laundry Service drop off / Pickup - Locate with exterior access for service pick-up.
Mechanical Room		0	1	700 sf	700 sf		
Sprinkler Equipment	6.8	0	1	150 sf	150 sf		
Electrical Room	6.9	0	1	200 sf	200 sf		
Emergency Electrical Room	6.5	0	1	80 sf	80 sf		
Emergency Generator		0	0	500 sf	0 sf		located outside on site
Air Handling Equipment		0	1	450 sf	450 sf		
Building Services Total:						1,680	sf
Net to Gross Adjustment							
Total Net Area						50,455	sf
Net to Gross Adjustment (Net Area x 0.35)						17,659	sf
Gross Area Total:						68,114	sf



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Auxiliary Storage/ Maintenance Facility (heated & unheated)							
Bicycle Patrol							
Bicycle Storage	6.2	4	1	150 sf	150 sf		
Bicycle Patrol Total:						150 sf	
Training Facilities							
Firing Range (Live)	6.5	5	1	5500 sf	5500 sf		outbuilding
Training Facilities Total:						5,500 sf	
Storage Facilities							
Found Property Storage		0	1	200 sf	200 sf		storage for 8-10 bicycles, backpack leaf blower, etc..
ATV/ Trailer Storage		0	2	250 sf	500 sf		Speed Trailer, Carseat Trailer
Mobile Command Vehicle		0	1	800 sf	800 sf		Old Ambulance
Motorcycle Storage		2	1	120 sf	120 sf		
Traffic/ Light Trailer Storage		0	2	60 sf	120 sf		
Sign Workshop		0	1	200 sf	200 sf		
Tire/ parts Storage		0	1	400 sf	400 sf		possibly above workshop
Cruiser Storage	11.3	2	1	600 sf	600 sf		
Storage Facilities Total:						2,630 sf	
Fire Auxiliary							
Remote Bay		1	1	2091 sf	2091 sf		outbuilding
Training Facilities Total:						2,091 sf	
Net to Gross Adjustment							
Total Net Area						10,681 sf	
Net to Gross Adjustment (25%)						2,670 sf	
Gross Area Total:						13,351 sf	