

# Village of Oak Park

## Village Hall

### Space Needs Program

FGMA ARCHITECTS

March 3, 2023

FGM Project No. 23-3697.01

Item	Room/Area/Space	Staff Count		Sq.ft.		Notes
		Current	Future	Existing Space	Required Space	
<b>A.</b>	<b>PUBLIC AREAS</b>					
1.0	Public Entry Vestibule			160	100	Entrance vestibule
2.0	Public Lobby			1,120	1,500	
3.0	Security Check Point	1	1		50	Desk Area
4.0	Security / Reception Station	1	1		50	Security station for (1) person
5.0	Seating				150	Provide seating for (8-10)
6.0	Conference / Meeting Rooms					
7.0	Large Conference Room			333	450	Conference room for (16-20)
8.0	Small Conference Room				275	Conference room for (6-8)
9.0	Display Areas				20	Displays areas
10.0	Finance Cashier			-	-	See Finance below
11.0	Adjudication Reception			-	-	See Administrative Adjudication below
12.0	Parking and Mobility Reception			-	-	See Parking and Mobility Services in Development Customer Services below
13.0	Parking and Mobility Reception Kiosk			-	40	See Parking and Mobility Services in Development Customer Services below
14.0	Permit Processing Reception			-	-	See Permit Processing in Development Customer Services below
15.0	Permit Processing Kiosk			-	40	See Permit Processing in Development Customer Services below
16.0	Board Room / Adjudication Room			2,167		
17.0	Dais				340	Seating for (10) at Dais
18.0	Adjutant Table Area				150	
19.0	Department Head Seating				240	Staff Seating for (12)
20.0	Seating				1,200	Allow for (80) for Board Meetings, seating for (40) required for Adjudication
21.0	Storage				20	
22.0	Adjudication Check In and Payment Area				80	
23.0	Conference Room / Executive Session Room			-	450	Conference room for (16-20)
24.0	Community / Training Room			955	1,800	Seating for (60) in training format - tables and chairs
25.0	Support Counter / Storage				60	Counter for training handouts, food service
26.0	Voting equipment storage				64	
27.0	Kitchenette				150	To support community room
28.0	Storage				150	Table and chair storage
29.0	Public Toilets					
30.0	Men's Toilet Room			125	180	(2) toilet, (2) urinals, (2) lavatories
31.0	Women's Toilet Room			174	190	(4) toilet, (2) lavatories
32.0	<b>Public Areas Sub-Total</b>	2	2	<b>5,034</b>	<b>7,749</b>	
33.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				2,325	

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34.0	<b>PUBLIC AREAS TOTAL</b>				<b>10,074</b>	Shared Public Space Total
	<b>B. VILLAGE MANAGER</b>					
1.0	Village President's Office	1	1	206	210	"U" shaped workstation, conference table for (4), book case
2.0	Village Manager's Office	1	1	204	210	"U" shaped workstation, conference table for (4), book case
3.0	Executive Assistant to the Village Manager Office	0	1	-	140	"U" shaped workstation w/ (2) guest chairs, files
4.0	Deputy Village Manager's Office	1	1	156	180	"U" shaped workstation, conference table for (4), book case, files
5.0	Deputy Village Manager's Office	1	1	152	180	"U" shaped workstation, conference table for (4), book case, files
6.0	Future Position Office			-	140	"U" shaped workstation w/ (2) guest chairs, files
7.0	Executive Secretary	1	1	55	80	"U" shaped workstation
8.0	Executive Coordinator	1	1	80	80	"U" shaped workstation
9.0	Management Intern (2) positions	0.5	1	66	130	"L" shaped workstations. Overseen by Executive Secretary and Coordinator
10.0	Conference Room			369	375	Seating for (10-12) with credenza
11.0	Files			140	140	(7) 36" lateral files in a file island arrangement
12.0	Files			54	66	(8) vertical file cabinets
13.0	Supply Storage			50	40	
14.0	Copier/Printer Work Area			30	64	
15.0	Kitchenette / Coffee Area			40	40	
16.0	Archived Files			77	120	Secure storage for files and historical records
17.0	<b>Village Manager Sub-Total</b>	5.5	7	<b>1,679</b>	<b>2,195</b>	
18.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				768	
19.0	<b>VILLAGE MANAGER TOTAL</b>				<b>2,963</b>	
	<b>C. OFFICE OF DIVERSITY, EQUITY &amp; INCLUSION (DEI)</b>					
1.0	Chief Diversity, Equity & Inclusion Officer's Office	1	1		180	"U" shaped workstation, conference table for (4), book case, files
2.0	Collective Impact Coordinator's Office	1	1	212	120	"U" shaped workstation w/ (2) guest chairs, files
3.0	Open Office Workstations (3) required	0.5	2		165	"L" shaped workstations
4.0	Training Room			-	-	Need access to training/conference room with seating for (20)
5.0	<b>Office of DEI Sub-Total</b>	2.5	4	<b>212</b>	<b>465</b>	
6.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				163	
7.0	<b>OFFICE OF DIVERSITY, EQUITY &amp; INCLUSION TOTAL</b>				<b>628</b>	

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		Current	Future	Existing Space	Required Space	
<b>D.</b>	<b>OFFICE OF COMMUNICATIONS &amp; ENGAGEMENT</b>					
1.0	Chief Communications Officer's Office	1	1	129	140	"U" shaped workstation w/ (2) guest chairs, files
2.0	Communications and Social Media Manager	1	1	118	120	"U" shaped workstation w/ (2) guest chairs, files
3.0	Communications and Social Media Coordinator	1	1	134	120	"U" shaped workstation w/ (2) guest chairs, files
4.0	Police Department Media Coordinator	0	1	-	-	Potential support for police department - locate with police department?
5.0	Media Production Manager	1	1			Locate close to board room, meeting and training rooms
6.0	Editing Office			152	150	
7.0	Studio			-	300	For recording media. Include workstation and media wall
8.0	Control Room			152	150	
9.0	Storage			-	80	For media equipment
10.0	Files			-		(1) File cabinet
11.0	Conference Room			-	-	Need access to a (4-6) person conference room
12.0	<b>Office of Communications &amp; Engagement Sub-Total</b>	<b>4</b>	<b>5</b>	<b>685</b>	<b>1,060</b>	
13.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				371	
14.0	<b>OFFICE OF COMMUNICATIONS &amp; ENGAGEMENT TOTAL</b>				<b>1,431</b>	
<b>E.</b>	<b>OFFICE OF SUSTAINABILITY &amp; RESILIENCE</b>					
1.0	Chief Sustainability Officer's Office	1	1		140	"U" shaped workstation, guest seating for (2), book case, files
2.0	Sustainability Coordinator	1	1		120	"U" shaped workstation w/ (2) guest chairs, files
3.0	Sustainability Graduate Fellow	0.5	1	233	55	"L" shaped workstations
4.0	Intern	0	1		55	"L" shaped workstations
5.0	Files and Storage				42	For handouts, contracts, resolutions - Assume (2) 42" lateral files
6.0	Storage Room				64	For educational materials, canopy, props, etc.
7.0	Confence Room				-	Need access to small conference room for meetings with visitors (2-3)
8.0	Training Room				-	Need access to training/conference room with seating for (15)
9.0	<b>Office of Sustainability &amp; Resilience Sub-Total</b>	<b>2.5</b>	<b>4</b>	<b>233</b>	<b>476</b>	
10.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				167	
11.0	<b>OFFICE OF SUSTAINABILITY &amp; RESILIENCE TOTAL</b>				<b>643</b>	
<b>F.</b>	<b>FUTURE DEPARTMENT</b>					
1.0	Department Head	0	1	-	140	"U" shaped workstation, guest seating for (2), book case, files
2.0	Open Office Workstations (2) required	0	2	-	110	"L" shaped workstation w/ (2) guest chairs, files
3.0	Files			-	42	Assume (2) 42" lateral files

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		Current	Future	Existing Space	Required Space	
4.0	<b>Future Department Sub-Total</b>	0	3	-	292	
5.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>			-	102	
6.0	<b>FUTURE DEPARTMENT TOTAL</b>			-	394	
<b>G. VILLAGE CLERK</b>						
1.0	Village Clerk's Office	1	1	171	180	"U" shaped workstation, conference table for (4), (2) 42" lateral files
2.0	Deputy Village Clerk's Office	1	1	150	140	"U" shaped workstation w/ (2) guest chairs, (2) 42" lateral files
3.0	Intern Workstation		1	-	65	"L" shaped workstation
4.0	Files			77	66	(4) 42" lateral files and (1) file cabinet
5.0	Storage				80	General storage
6.0	Historical Records			228	64	Secure archive storage
7.0	Archive Files				200	(10) file cabinets, (3) 42" lateral files, bankers boxes
8.0	Copier/Printer Work Area				-	- Need access to shared copier / printer
9.0	Conference Room				-	- Need access to small conference room for meetings with visitors (2-3)
10.0	<b>Village Clerk Sub-Total</b>	2	3	626	795	
11.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				278	
12.0	<b>VILLAGE CLERK TOTAL</b>				1,073	
<b>H. HUMAN RESOURCES</b>						
H.R. functions to be within a suite for privacy						
1.0	H.R. Director's Office	1	1	250	180	"U" shaped workstation, conference table for (4), (2) 42" lateral files
2.0	Assistant Human Resources Director's Office	0	1	172	180	"U" shaped workstation, conference table for (4), book case, files
3.0	Open Office Workstations					
4.0	H.R. Generalists (2)	2	2	156	160	(2) "L" shaped workstations
5.0	H.R. Coordinators (2)	2	2	80	160	(2) "L" shaped workstations
6.0	Meeting Table (currently in file room)				140	Open table for (6) for collaboration - between H.R. generalists and coordinators
	H.R. Files				40	(3) 42" lateral files
7.0	H.R. Files (secure)			264	180	(2) years of files required (10) letter file cabinets, (5) lateral files
8.0	Copier/Printer Work Area				-	- Need access to shared copier / printer
	Storage				40	General storage
9.0	Archive Files			80	208	Generate (8) boxes per year, stored offsite? (for long term, allow for 300 boxes)
10.0	H.R. Reception Area					
11.0	Testing Area (currently in file room)				50	Small workstation / desk for candidate testing
12.0	Training Room				-	- Need access to training room for (40) in tables and chairs (need 2x per month)

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13.0	Conference Room				-	Need access to conference room for (10-12) for committees and commissions
14.0	<b>Human Resources Sub-Total</b>	5	6	1,002	1,338	
15.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				468	
16.0	<b>HUMAN RESOURCE TOTAL</b>				<b>1,806</b>	
<b>I. ADMINISTRATIVE ADJUDICATION</b>						
1.0	Adjudication Director's Office	1	1	215	180	"U" shaped workstation, conference table for (4), book case, files
2.0	Adjudication Reception (open to lobby)			297		
3.0	Reception Stations				96	(2) reception stations
4.0	Executive Secretary	1	1		65	"L" shaped workstation
5.0	Adjudication Hearing Clerk	1	1		65	"L" shaped workstation
6.0	Intern	0.25	0.25		55	"L" shaped workstation
7.0	Printer / Workcounter				70	
8.0	Contracted Services					
9.0	Bailiffs (2)	1	1		55	Small "L" shaped workstation, shared. (1) baliff on site at a time
10.0	Files			89	126	(6) 42" lateral files and bankers box storage
11.0	Administrative Law Judges Office (6)	1	1	101	220	Office with (2) "L" shaped workstations and (2) guest seats. (1) judge at a time
12.0	Ajudication Chambers				-	Use Village Board Room above
13.0	Check In / Payment Area				-	See Public Areas Above
14.0	Dais				-	See Village Board Room above in Public Areas
15.0	Adjutant				-	See Village Board Room above in Public Areas
16.0	Seating				-	See Village Board Room above in Public Areas
17.0	<b>Administrative Adjudication Sub-Total</b>	5.25	5.25	702	932	
18.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				326	
19.0	<b>ADMINISTRATIVE ADJUDICATION TOTAL</b>				<b>1,258</b>	
<b>J. INFORMATION TECHNOLOGY</b>						
1.0	Reception			60	60	
2.0	I.T. Office Coordinator	1	1	85	85	"U" shaped workstation with reception counter
3.0	File Storage			100	120	(7) lateral files
4.0	I.T. Director Office	1	1	141	140	"U" shaped workstation w/ (3) guest chairs, files
5.0	I.T. Operations Manager Office	1	1	92	120	"U" shaped workstation w/ (2) guest chairs, files
6.0	Systems Analyst Office	1	1	106	120	"U" shaped workstation w/ (2) guest chairs, files

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7.0	Business Intelligence Officer	2	2	142	170	(2) large "U" shaped workstations
8.0	Operations Specialist	2	2	213	170	(2) large "U" shaped workstations
9.0	Storage				100	IT equipment and supplies
10.0	Contract Services					
11.0	GIS Consultant Office	1	1	46	120	"L" shaped workstation with (2) guest chairs
12.0	Flexible Workstation			-	65	"L" shaped workstation
13.0	Copier/Printer Work Area			40	64	Copier/Printer area with storage
14.0	Conference Room			-	300	Seating for (10)
15.0	Kitchenette				80	Small kitchenette with microwave, refrigerator, coffee
16.0	Main Distribution Frame (server) Room			474	464	(7) server racks, clean agent fire suppression, CRAC HVAC units
17.0	IDF Room(s) Space Allowance				120	Allow for (2) IDF closets with 2 post racks
18.0	D-Mark Closets assume (2) locations				60	For incoming services
19.0	Storage					
20.0	New Equipment			443	200	
21.0	Surplus				200	
22.0	<b>Information Technology Sub-Total</b>	9	9	1,942	2,758	
23.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				965	
24.0	<b>INFORMATION TECHNOLOGY TOTAL</b>				3,723	
<b>K.</b>	<b>FINANCE</b>					
1.0	Chief Financial Officer Office	1	1	235	180	"U" shaped workstation, conference table for (4), book case, files
2.0	Deputy CFO Office	1	1	175	140	"U" shaped workstation w/ (2) guest chairs, files
3.0	Payroll Accountant Office	1	1		120	"U" shaped workstation w/ (2) guest chairs, files
4.0	Open Office Workstations					
5.0	Office Coordinator	1	1		65	"L" shaped workstation
6.0	Management Analyst	1	1		65	"L" shaped workstation
7.0	Account Clerk III	2	2		130	(2) "L" shaped workstations
8.0	Future Position	0	1		65	"L" shaped workstation
9.0	Files			100	158	(9) 42" lateral files
10.0	Archive Files			-	-	Located offsite
11.0	Senior Accountant Office	1	1	180	140	"U" shaped workstation w/ (2) guest chairs, (3) lateral files
12.0	Cashier	2	2			
13.0	Reception Counter				96	(2) cashier stations
14.0	Workstations				195	(3) "L" shaped workstation

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15.0	Printer				10	
16.0	Work Counters / Files				40	(2) lateral files with countertops
17.0	Storage				10	
18.0	<b>Finance Sub-Total</b>	10	11	1,047	1,414	
19.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				495	
20.0	<b>FINANCE TOTAL</b>				1,908	
<b>L.</b>	<b>LAW</b>					
1.0	Village Attorney Office	1	1	168	170	"U" shaped workstation w/ (3) guest chairs, files, book case
2.0	Assistant Village Attorney Office	1	1	159	160	"U" shaped workstation w/ (3) guest chairs, files, book case
3.0	Paralegal Office	0	1	-	120	"U" shaped workstation w/ (2) guest chairs, files, book case
4.0	Legal / Admin. Secretary	0.5	0.5	44	55	"L" shaped workstation
5.0	Conference Room			-	230	Dedicated conference room for (6)
6.0	Files			120	132	(16) legal file cabinets
7.0	Reference Library			60	60	(3) 42" wide book cases (existing in Conference Room)
8.0	Copier/Printer Work Area			40	64	shared use
9.0	Supply Storage			15	15	
10.0	Archive Files			214	420	Storage for (400) bankers boxes
11.0	<b>Law Sub-Total</b>	2.5	3.5	820	1,426	
12.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				499	
13.0	<b>LAW TOTAL</b>				1,925	
<b>M.</b>	<b>FIRE MARSHALL &amp; INSPECTORS</b>					
1.0	Fire Marshall's Office	1	1	114	120	"U" shaped workstation with storage, files, and book case
2.0	Plan Reviewer (PT)	1	1		126	(3) desks with computers
3.0	Fire Inspectors (PT)	2	2		65	"L" shaped workstation
4.0	Reference Library				15	Bookshelf for codes
5.0	Storage				20	
6.0	<b>Fire Marshall &amp; Inspectors Sub-Total</b>	4	4	268	346	
7.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				121	
8.0	<b>FIRE MARSHALL &amp; INSPECTORS TOTAL</b>				467	

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<b>N.</b>	<b>COMMUNITY RELATIONS</b>					
1.0	Community Relations Director	1	1	157	140	"U" shaped workstation w/ (2) guest chairs, files, book case
2.0	Community Relations Coordinator	1	1	221	65	"L" shaped workstation w/ (2) guest chairs, files
3.0	Intern	0	1		65	"L" shaped workstation
4.0	Conference Table				100	Seating for (4)
5.0	Files				18	(1) lateral files
6.0	Storage				92	80
7.0	<b>Community Relations Sub-Total</b>	<b>2</b>	<b>3</b>	<b>470</b>	<b>468</b>	
8.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				164	
9.0	<b>COMMUNITY RELATIONS TOTAL</b>				<b>631</b>	
<b>O.</b>	<b>DEVELOPMENT CUSTOMER SERVICES</b>					
1.0	Development Customer Service Director Office	1	1	214	220	"U" shaped workstation, conference table for (6), (4) book cases, (3) lateral files
2.0	Development Customer Service Asst. Director Office	1	1	128	140	"U" shaped workstation w/ (2) guest chairs
3.0	Executive Secretaries	2	2	90	130	"L" shaped workstation
4.0	Management Analyst	1	1	45	65	"L" shaped workstation
5.0	Account Clerk II	1	1	45	65	"L" shaped workstation
6.0	Grants Supervisor	1	1	45	65	"L" shaped workstation
7.0	Grants Coordinator	1	1	45	65	"L" shaped workstation
8.0	CDBG	2	2	228	65	"L" shaped workstation
9.0	<b>Permit Processing</b>					
10.0	Chief Building Official's Office	1	1	159	140	"U" shaped workstation w/ (2) guest chairs, files, book case
11.0	Permit Services Supervisor's Office	1	1	45	120	"U" shaped workstation w/ (2) guest chairs, files, book case
12.0	Lobby					- See Public Areas above
13.0	Plan Review Status Kiosk					- See Public Areas above
14.0	Reception Stations			60	100	(2) reception service window stations
15.0	Customer Service Representative III	3	3	135	195	(3) "L" shaped workstations
16.0	Building Inspector	1	1	271	325	Shared office with (5) "L" shaped workstations
17.0	Contract Plans Examiners & Inspectors	4	4			
18.0	Files			60	70	(4) 42" lateral files
19.0	Storage			20	20	Estimated storage
20.0	Conference Room				220	Dedicated conference room for (4-6)
21.0	<b>Neighborhood Services</b>					
22.0	Neighborhood Services Manager's Office	1	1	144	140	"U" shaped workstation w/ (2) guest chairs, files, book case



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23.0	Neighborhood Services Supervisor's Office	1	1	55	120	"U" shaped workstation w/ (2) guest chairs, files, book case
24.0	Accounting Clerk II (works with CDBG)	1	1	-	65	"L" shaped workstation
25.0	Lobby			-	-	See Public Areas above
26.0	Reception Station				50	(1) reception service window station
27.0	Business License Officer	2	2	110	130	(2) "L" shaped workstations
28.0	Property Maint./Comm. Dev. Inspector	6	6	407	390	(6) "L" shaped workstations
29.0	Future Growth	0	2	-	130	(2) "L" shaped workstations
30.0	File Storage				18	(3) lateral files
31.0	Storage			96	80	
32.0	<b>Planning</b>					
33.0	Village Planner's Office	1	1	137	140	"U" shaped workstation w/ (2) guest chairs, files, book case
34.0	Urban Planner's Office	1	1	170	140	"U" shaped workstation w/ (2) guest chairs, (4) lateral files
35.0	Zoning Administrator's Office	1	1		140	"U" shaped workstation w/ (2) guest chairs, (2) lateral files
36.0	Historical Files Storage			99	80	
37.0	Conference Room				-	Need access conference room for (4) people
38.0	<b>Parking and Mobility Services</b>					
39.0	Parking and Mobility Services Manager's Office	1	1	143	140	"U" shaped workstation w/ (2) guest chairs, (2) lateral files
40.0	Parking Facilities Supervisor	1	1	55	65	"L" shaped workstation
41.0	Lobby					
42.0	Kiosk				-	See Public Areas above
43.0	Security Checkpoint				-	Locate in Lobby
44.0	Reception Stations			140	300	(3) workstations integrated into reception / service counter. Include accessible reception position.
45.0	Customer Service Representative II	3	3	186		
46.0	Administrative Clerk	1	1	62	65	"L" shaped workstation
47.0	Parking Restrictions Coordinator	1	1	62	65	"L" shaped workstation
48.0	Files			40	53	(3) 42" lateral files
49.0	Storage			40	40	
50.0	<b>Shared Spaces</b>					
51.0	Copier/Printer Work Area			25	64	
52.0	Storage			109	80	
53.0	Public Conference Room			312	-	See Public Areas above
54.0	<b>Development Customer Services Sub-Total</b>	41	43	3,982	4,499	
55.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				1,575	
56.0	<b>DEVELOPMENT CUSTOMER SERVICES TOTAL</b>				6,074	

# Village of Oak Park

## Village Hall

### Space Needs Program

FGMA ARCHITECTS

March 3, 2023

FGM Project No. 23-3697.01

Item	Room/Area/Space	Staff Count		Sq.ft.		Notes
		Current	Future	Existing Space	Required Space	
<b>P.</b>	<b>PUBLIC HEALTH</b>					
1.0	Public Health Director's Office	1	1	172	220	"U" shaped workstation, conference table for (6), book case, files
2.0	COVID-19 Epidemiologist's Office	1	1	150	120	"U" shaped workstation w/ (2) guest chairs, files, book case
3.0	Administrative Assistant	1	1		65	"L" shaped workstation
4.0	Small Meeting / Future Office	0	1		230	Conference table for (6)
5.0	Conference Room			350	350	Dedicated conference room for (16-20)
6.0	Storage				80	
7.0	Copier/Printer Work Area				64	
8.0	<b>Emergency Preparedness &amp; Response</b>					
9.0	Em. Preparedness & Response Coordinator Office	1	1		180	"U" shaped workstation, conference table for (4), book case, files
10.0	COVID-19 Testing Coordinator	0.5	0.5		65	"L" shaped workstation
11.0	Intern	0.25	0.25		65	"L" shaped workstation
12.0	Secure Storage				80	Freezer, refrigerator, medical refrigeration. Locate near entry
13.0	Storage				120	
14.0	<b>Environmental Health</b>					
15.0	Environmental Health Supervisor Office	1	1		140	"U" shaped workstation w/ (2) guest chairs, files
16.0	Animal Control Officer	1	1		65	"L" shaped workstation
17.0	Animal Control Work Room				120	Euthanasia table, workcounters, sink, freezer, safe for site equipment
18.0	Sanitarian	2	2		130	Shared Office with (2) "L" shaped workstations
19.0	Storage Room				100	Chest freezer, reach in refrigerator, cooler storage
20.0	Intern	0.25	0.25		55	Shared with Em. Prep & Response Intern
21.0	File Room				140	(8) 42" lateral files
22.0	Secure Closet with Safe				10	
23.0	<b>Health Education</b>					
24.0	Health Education Manager	1	1	1,547	140	"U" shaped workstation w/ (2) guest chairs, files
25.0	Farmers' Market Manager	1	1		65	"L" shaped workstation, small safe
26.0	Seasonal Farmers' Market Assistant	0	0		-	Not at Village Hall
27.0	Community Health Advisor	1	1		65	"L" shaped workstation
28.0	Grants Coordinator	1	1		65	"L" shaped workstation
29.0	Storage				20	Handouts and collateral storage
30.0	Storage (locate near parking)				80	Storage for events materials, canopies, tables, coolers, water, etc.
31.0	<b>Public Health Nurse</b>					
32.0	Public Health Lobby				120	Separate entrance and lobby

# Village of Oak Park

## Village Hall

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		Current	Future	Existing Space	Required Space	
33.0	Waiting Area					Seating area for (4)
34.0	Nurse's Open Office Workstations	3	3		260	(4) "L" shaped workstations
35.0	Contracted Nurses	1	1			
36.0	Reception Station				50	(1) reception service window station
37.0	Files				70	Allow space for (4) 42" lateral files
38.0	Exam Rooms				200	(2) 10'x10' exam rooms (locate close to Em. Prep. Storage)
39.0	Toilet Room				65	Single user toilet room to support exam rooms
40.0	Storage				80	
41.0	<b>Public Health Sub-Total</b>	17	18	2,219	3,679	
42.0	Circulation, Wall, and Mechanical Shaft Space				1,288	
43.0	<b>PUBLIC HEALTH TOTAL</b>				<b>4,967</b>	
<b>Q.</b>	<b>STAFF SUPPORT AREAS</b>					
1.0	Copy / Workroom			404	300	Main copy, mail, workroom
2.0	Shared Conference / Team Work Rooms					
3.0	Small Conference Room				300	(8-10) person seating
4.0	Large Conference Room				450	(18-20) person seating
5.0	Lunchroom / Breakroom with Kitchen					Break area with seating tables and soft seating
6.0	Vending Machines			939	1,000	(3) Vending Machines
7.0	Peer Support Information Resources					Wall space for information
8.0	Storage					Canteen supply storage
9.0	Resilience / Nursing Room (2) rooms req'd			-	160	Used for mental wellness, resting, nursing, and other uses
10.0	Staff Toilets Allowance			234	650	For toilet rooms throughout the building
11.0	General Building Storage			-	400	
12.0	<b>Staff Support Areas Sub-Total</b>			1,577	3,260	
13.0	Circulation, Wall, and Mechanical Shaft Space				1,141	
14.0	<b>STAFF SUPPORT AREAS TOTAL</b>				<b>4,401</b>	
<b>R.</b>	<b>BUILDING SYSTEMS AND MAINTENANCE SPACES</b>					
1.0	Building Maintenance			107	140	
2.0	Emergency Generator			1,010	-	Locate outside
3.0	Mechanical Room(s)			2,638	1,000	Plumbing and Fire Protection Equipment (assume roof top HVAC equipment)

# Village of Oak Park

## Village Hall

### Space Needs Program

FGMA ARCHITECTS

March 3, 2023

FGM Project No. 23-3697.01

Item	Room/Area/Space	Staff Count		Sq.ft.		Notes
		Current	Future	Existing Space	Required Space	
4.0	Electrical Room			421	500	
5.0	Gas Service Room			-	-	In mechanical room
6.0	Janitor's Closet			121	100	For supplies and cleaning equipment
7.0	Maintenance Storage			166	200	Maintenance and supply storage
8.0	Mail and Package Delivery Room			-	80	Small room for deliveries and initial sorting
9.0	Delivery Area			-	200	Dock and temporary staging area
10.0	<b>Building Systems and Maintenance Spaces Sub-Total</b>			<b>4,463</b>	<b>2,220</b>	
11.0	Circulation, Wall, and Mechanical Shaft Space				444	
12.0	<b>BUILDING SYSTEMS AND MAINTENANCE SPACES TOTAL</b>				<b>2,664</b>	
<b>S.</b>	<b>TOTAL STAFFING</b>	114	131			
<b>T.</b>	<b>BUILDING AREA SUBTOTAL</b>				<b>47,030</b>	
<b>U.</b>	<b>MULTI-STORY CIRCULATION FACTOR</b>				<b>3,000</b>	Add 1,000 square feet per floor. Assumed three level building
<b>V.</b>	<b>EXISTING VILLAGE HALL BUILDING AREA</b>			<b>40,818</b>		
<b>W.</b>	<b>TOTAL BUILDING AREA REQUIRED</b>				<b>50,030</b>	
<b>X.</b>	<b>EXTERIOR REQUIREMENTS</b>					
1.0	Entry Plaza				1,000	
2.0	Flagpole Area				50	
3.0	Outdoor Patio				400	For staff use
4.0	Electrical Transformer				100	
5.0	Generator				300	
6.0	Trash Enclosure				150	
7.0	<b>EXTERIOR AREAS REQUIRED</b>			-	<b>2,000</b>	
<b>Y.</b>	<b>PARKING REQUIREMENTS</b>				Spaces	
1.0	Village Vehicles					

# Village of Oak Park Village Hall

## Space Needs Program

**FGMA**ARCHITECTS

March 3, 2023

FGM Project No. 23-3697.01

Item	Room/Area/Space	Staff Count		Sq.ft.		Notes
		Current	Future	Existing Space	Required Space	
2.0	Village Cars				11	
3.0	Fire Prevention Vehicles (2)				2	
4.0	Public Health Cars (2)				2	
5.0	Em. Prep. & Response Sprinter Van (1)				1	
6.0	Animal Control Sprinter Van (1)				1	
7.0	Staff Parking				130	Spaces for personal vehicles
8.0	Visitor / Training Parking				35	Spaces for visitors
9.0	<b>TOTAL PARKING REQUIRED</b>				165	Total Spaces
	<b>Notes</b>					
	1. Many of the existing Village Hall space sizes are estimated as accurate as-built documentation is not available.					
	2. For workstations (cubicles) an internal circulation factor has been added to the workstation size. i.e.: for a 7'x7' workstation, 65 sf is allowed for each.					
	3. File storage and department storage was estimated.					
	S:\jobs\2023\23-3697.01_Oak_Park_PD_Addtl_Conceptual_Solutions\1.0 PM\1.06 Programming\Oak Park Village Hall Program 2023.02.25 Committee					