

# **Civic Center Master Plan 1980 – 2000**

Prepared by

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Santa Monica, California

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APPENDIX      CONSIDERATIONS OF A COMMUNITY BUILDING

Pursuant to California Government Code, Chapter 23, Section 7800(b): Prima Associates Inc., received a total amount of \$30,106 from the City of Rancho Palos Verdes for the preparation of the several documents comprising the Civic Center Master Plan.

## SECTION 1

### INTRODUCTION TO THE RANCHO PALOS VERDES CIVIC CENTER MASTER PLAN

#### ROLE OF THIS REPORT

This report has two purposes. First, it is a summary of the findings of this study, and in Sections 2 and 3 presents a synopsis or summary of recommendations, development phases, and cost estimates. Second, it contains programmatic details of space needs that reflect changes and projection levels voted or directed by council. This volume is therefore the final record of the approved space program for the complete civic center complex.

#### APPROACH

This project has the broad purpose of determining space needs for civic center facilities and for describing an implementation plan in specific terms. It is one step in a sequence beginning in the mid 1970's, shortly after the city was incorporated, when space was leased for city offices at a former Nike site. A portion of the federal property, six acres in all, was purchased in late 1979 for development of new civic center facilities, and it is to these facilities that our attention is directed.

This report is based on meeting full service city needs projected for 1990 (buildout) for all civic center elements except maintenance functions, which are planned on the site under the assumption of continued contract services. While the site can accommodate some expansion beyond this minimal maintenance level, the full service requirements cannot be situated here and should never be attempted due to space and functional constraints which would be violated. Public safety includes law enforcement and administration, programmed into a separate building, and fire inspection services (fire prevention) which is included in city hall. No fire station can be included on the site while still meeting the other civic center requirements. Law enforcement is based on the needs of the city alone and not on peninsula-wide needs, and is sized in accord with current service contracts with the county.

## OTHER REPORTS

There are three companion reports which relate to the information in this volume but which serve other roles. The reader should consult one of them if it better suits his or her needs.

Space Requirements Data Base--background data and analysis of staffing, services, and space needs; a control point to which the city may look if unforeseen events require returning to the initial recommendations.

Design Brochure--a program summary and design guideline report written from the city to the design team; it summarizes initial policy positions and requirements, and serves both designer and public information purposes.

Architect's Manual--a detailed statement of design and programmatic needs for Phase 1 of the master plan development; it is written expressly to the design team responsible for city hall and council chambers design.

SITE

## SECTION 2

### SUMMARY OF SITE PLAN

#### INTRODUCTION

This section provides an overview of the development plan for the civic center site. It summarizes analysis and decisions made regarding the placement of functions and their required facilities on the site, and the physical and functional constraints which act on the various elements to determine their role and location in the overall civic center development. Finally, it presents a phased sequence of actions for implementing the civic center plan.

In the development of the civic center complex, the city hall and its component parts is the lead facility in regard to priorities for design and construction, but it must be considered in the context of its relationship with all other functions and their required facilities on the site. There are five major elements which must be included in the civic center plan. Complete functional analyses and space requirements are detailed in the architectural program, which is Section 4 of this report. Briefly, however, the general requirements for each of these elements are reviewed in the following.

#### City Hall and Council Chambers

The need for new facilities to house the administrative functions of the city on the site is foremost, as the facilities presently occupied are inadequate for that purpose. The city hall will contain offices and work spaces for all of the city's departments, according to projected requirements for 1990 full service operations. Council chambers, specifically designed for council and other formal meeting situations, will be built as a separate element adjacent and connected to the city hall facility, and integrated into the overall design of the city hall.

#### Recreation Equipment

As the city's parks continue to be developed and as use of them intensifies, there will be a growing need for facilities to store and repair the various types of equipment associated with park and recreation use. These needs will be met mainly by a central recreation equipment facility to be located on the civic center site.

### Public Works Maintenance

Facilities for general maintenance and for parkland maintenance will be provided on the site to house projected 1990 contract operations. A full service maintenance yard is specifically excluded from location at the civic center site because of physical and functional incompatibilities with the other civic center elements and the surrounding park uses.

### Community Building

A facility for use by community groups and residents is expected to be located adjacent to the civic center site on park land, but considered for planning purposes to be part of the civic center development. Specific requirements for this facility are dependent upon future needs assessments (see appendix), although typical needs have been used to generate general space and site requirements for integration into the civic center plan.

### Public Safety

A facility for projected 1990 full service law enforcement is to be provided for on the site. Fire prevention (fire marshal) operations will be located in city hall but a fire station is not to be included on the site. If fire suppression is assumed in-house, it appears desirable to include fire chief offices in the public safety building, but analysis of this will depend on departmental organization. The law enforcement services are based on Rancho Palos Verdes needs alone, as reflected in existing service contracts with the county.

### CONSTRAINTS ON SITE DEVELOPMENT

There are three kinds of criteria which affect the plan and organization of the civic center elements described above. These criteria include specific space requirements related to each of the elements, consideration of site factors external to the program requirements of the buildings but which bear on their placement at the site, and the required functional relationships among the various parts.

## Space Program Requirements

Space requirements have been determined for each of the proposed facilities at the civic center site. These requirements, detailed in Section 4 of this report, have been used to determine the "building footprint" for each facility. This represents the gross square foot requirements of each facility, and includes the net program areas and allowances for circulation, structural and support spaces, and space for mechanical equipment. Beyond the building requirements, parking needs for employees, equipment, and visitors also play a major role in determination of the site plan. Staff parking has been allocated on the basis of one stall for each employee (adjusted for shifts where appropriate). Parking for city vehicles and equipment is based on the identified program requirements, with most maintenance equipment covered, and visitor parking is allocated on the basis of demand projected for each department or component. The space standards for parking are discussed in full in Section 5 of this report; the space standard which is applied for sedan-sized vehicles (380 sq.ft. per parking stall) allows for adequate camouflage and integration of parking on the site. Exhibit 2-1 summarizes the space requirements for each of the elements on the site.

## Site Constraints

Because of the configuration of the site and, particularly, its location in the middle of the largest of the city's parks on a hill overlooking the Pacific, factors external to the program requirements of the civic center facilities have significant effect on the outcome of the site plan. These constraints are discussed at length in the Design Brochure, and are summarized in the following paragraphs.

### External Constraints

Planned recreation areas in the park on either side of the civic center are likely to generate pedestrian traffic across the site, and the site must be planned to minimize disruption of civic center business and to minimize inconvenience or hazard to the park users. Similarly, the site plan must be responsive to those points at which park activities and civic center business activities interface, maintaining an appropriate separation but still allowing for an overall harmonious relationship between the park and the civic center. Another concern is the relationship between

EXHIBIT 2-1  
SUMMARY TABLE OF CIVIC CENTER SITE REQUIREMENTS

Building Element	Building Footprint (gross sq.ft.)	Parking	
		(stalls)	(sq.ft.)
CITY HALL	24,476	61 staff 31 visitors	23,180 11,780
COUNCIL CHAMBERS	5,836	47	17,860
PUBLIC WORKS MAINTENANCE			
General Maintenance	1,444	6 staff 1 visitor	2,280 380
Parkland Maintenance	2,778	3 staff	1,140
RECREATION EQUIPMENT	3,496	2 staff equipment	760 1,300
PUBLIC SAFETY	9,815	32 staff 16 city vehicles 8 visitors	12,160 (secure) 6,080 (secure) 3,040
COMMUNITY BUILDING (located on park land)	9,920	30	11,400

the site and its single access point from Hawthorne Boulevard: to minimize passage of access roads through the park land strongly suggests convenient access at only two points on the site, namely the existing approach and an approach toward the easternmost lobe of the site. Specific determination of use for those access points requires coordination of the differing access requirements of public and staff entering the site, and the specialized access requirements of maintenance and public safety vehicles. Finally, the topography of the site and the view opportunities at particular points also limit the location of facilities in the plan.

### Existing Facilities

A second major category of site constraints involves the use or disposition of existing facilities. The buildings presently on the site vary in their size and condition; their location and internal configuration make some of them adaptable for programmed uses and others unacceptable. The two underground facilities formerly used for the storage of Nike missiles are a special resource and are recommended for incorporation into the city hall (in the case of the southwest facility) and for uses associated with the community building (the northeast facility). The building presently occupied by the parks and recreation department is in good condition and will remain on the site, incorporated into the overall design for city hall as required (it is specifically recommended for eventual use as the recreation equipment facility). The existing city hall is also in good condition and will remain on the site, and must be considered for adaptation as the maintenance facility. The other existing buildings on the site consist of the former mess hall, a former warheading building, a generator building, and several small guardhouses. While some of these are considered for interim uses, their location or condition requires their eventual demolition and removal.

### Functional Requirements

Specific functional requirements detailing adjacency and proximity relationships among the various components of the site are presented in the function profiles included in the architectural program (Section 4). Among the more important of these are as they affect the planning and organization of the site are the required adjacencies between the parks and recreation department in the city hall with the recreation equipment facility, and of the city hall with the southwest missile silo. The proposed community building must not only

be located on park land, but must also relate conveniently both to the northeast silo and to other park uses. The public safety building and maintenance facilities require a convenient proximity to the entry point from Hawthorne Boulevard.

Besides adjacencies and proximities, equally important constraints are presented in consideration of required separations between functions. For example, the community building should be located or designed so that its recreation-oriented activities do not interfere with the business activities of the city hall and council chambers. Also, public safety and maintenance facilities must be located or designed to minimize interaction with the visiting public or others whose presence might inconvenience either themselves or city business.

#### SITE PLAN CONCEPT

The constraints and requirements described above act together to produce a concept of organization for the civic center site. Exhibit 2-2 shows schematically the relationships and locations of each of the elements on the site, including a departmental breakdown of the city hall. The results of certain constraints may be seen clearly in the diagram, for example in the location and relationship between the parks and recreation department in city hall and the recreation equipment facility housed in the existing parks and recreation building. Also, the placement of city hall in the southwest corner of the site is a result of the adjacency requirement with the southwest missile silo, and of placing the most important building in an area with the most advantageous view. The public safety building and its parking area for staff and official vehicles, as well as the maintenance facility in the renovated existing city hall, are given an access route separate from other staff and visitors in response to their specific access requirements.

#### IMPLEMENTATION OF THE PLAN

Realization of the entire civic center concept may be achieved through an implementation plan approached as a sequence of six phases. The order in which each element of the plan is addressed is based first on the priority of need for its construction, and second on the staging of activities on the site in order to promote orderly development.

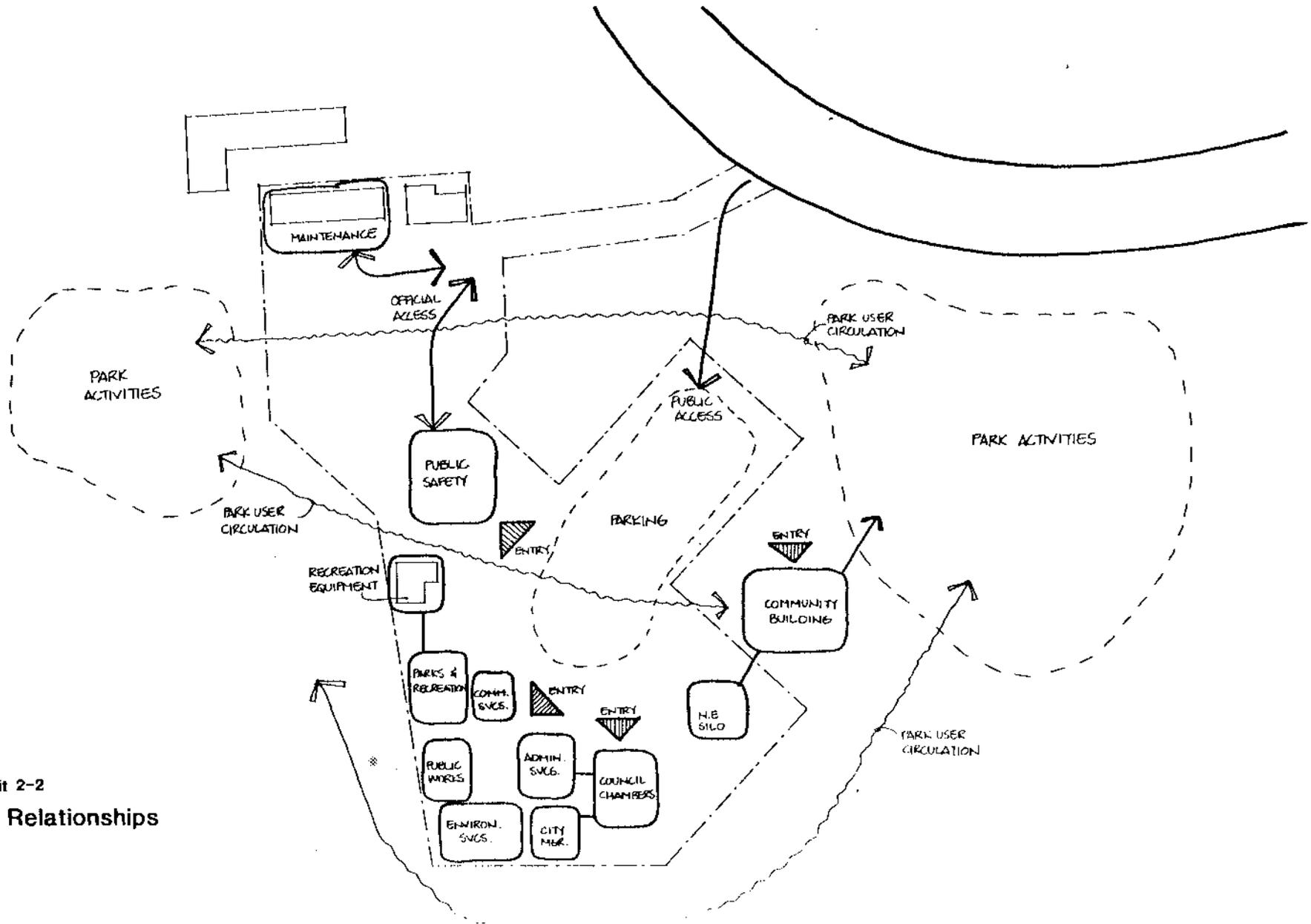


Exhibit 2-2  
Site Relationships

## Rationale and Overview of Implementation Phases

The first priority is for construction of the city hall building, due to the inadequacies of the present facility. This should also include construction of the council chambers, as the two functions together are to be designed as an integrated (although separately articulated) architectural unit. If it is necessary to postpone construction of the council chambers, it should be built no later than between phase 2 and phase 3, described later in this section. In any case, design of city hall and the council chambers should be done concurrently in order to ensure architectural integrity on the site.

The second order of priority for development is of facilities to house those functions which currently require and occupy space or whose needs have been projected to grow significantly in the next several years. These include general maintenance and parkland maintenance, and storage for parks and recreation equipment. All are proposed for placement in renovated facilities on the site, and their orderly development requires two phases of construction.

Finally, the third priority for development is for those facilities or services which do not presently require space but which will be needed in the future as the city decides to expand its services or perform them in-house, possibly in conjunction with peninsula-wide operations. This category includes the community building, the specific function of which yet must be determined when community needs are assessed, and the public safety building, which is not needed until the city decides to provide its own public safety services.

The sequence of activities in each phase requires that certain existing buildings be used as interim facilities for some functions until their own permanent quarters are completed. Exhibit 2-3 illustrates the uses assigned to each building on the site, existing and proposed, during each of the six phases of construction and development.

The following discussion of each phase includes a description of the actions to be taken with that phase, the status of the site at the end of the phase, and the implications of that status for the next phase. At major resting points in the site development, a site plan is included to show the distribution of civic center elements on the site, and the section concludes with an illustration of the final master plan development.

EXHIBIT 2-3  
BUILDING OCCUPANCY AND USE DURING PHASES

Building	Phase					
	1	2	3	4	5	6
Existing City Hall	city offices 4,000 sq.ft.	vacant	renovate	Maintenance		
Parks and Recreation Building	Parks and Recreation 1,200 sq.ft.	renovate (Maintenance)	renovate (Maintenance)	Recreation Equipment <sup>a</sup> 1,200 sq.ft.		
Mesa Hall	Archival Storage 2,000 sq.ft.	Recreation Equipment 2,000 sq.ft.		demolished		
New City Hall						
-above grade portions	under construction	city offices 21,886 sq.ft.				
-underground (southwest missile silo)	under construction	selected operations <sup>b</sup> 3,000 sq.ft.				
Council Chambers	under construction	council chambers 5,836 sq.ft.				
Community Building						
-above grade portions					community activities 6,920 sq.ft.	
-underground (northeast missile silo)					community activities 3,000 sq.ft.	
Public Safety Building	c	c	c	c	under construction <sup>c</sup>	law enforcement 9,815 sq.ft.
Maintenance Extension						under construction (as necessary) <sup>a</sup>
Warhead, Generator, and Miscellaneous Structures						demolish <sup>d</sup>

<sup>a</sup> While recreation equipment is programmed to require 3,496 gross sq.ft. upon completion of the city's entire network of 15 parks, the parks and recreation building is sufficient space in the interim. At such time as the needs outgrow this facility, additional space for bulk storage may be required in conjunction with a possible maintenance building extension in phase 6.

<sup>b</sup> Remote storage (archives), civic center maintenance (except for grounds equipment), and the graphics work center will be placed in the renovated silo, removing 2,593 gross sq.ft. from the above grade city hall facility. This will leave 407 gross sq.ft. unprogrammed and available in the underground portion.

<sup>c</sup> A public safety building is not needed unless the city decides to provide in-house law enforcement services. Until that time, a community relations officer is programmed for inclusion in city hall.

<sup>d</sup> The warhead building will be demolished before the parks and recreation building is vacated and the equipment presently housed there will be temporarily stored in the open somewhere else on the site. The generator building will be demolished upon completion of the undergrounding of electrical services, proposed under a separate contract.

## Phase 1

The objective of this phase is to construct the new city hall and council chambers. This construction will first require the clearance of the site, including removal of existing paving in that area. Before or during construction, the existing guardhouses and warheading building may have to be demolished and removed so as not to interfere with construction, and in any case their removal will be required before the end of the phase in order to construct the parking areas. Associated with demolition of the warheading building is removal of the earth berms that surround it. This may be required for use as fill elsewhere on the site or on the adjacent park land; otherwise it must be removed altogether. The generator building must also be removed in this phase since it is located in a probable parking area, but this must be after undergrounding of electrical service is completed (proposed under a separate contract).

Associated with the construction of city hall is the preparation and renovation of the existing southwest missile silo, which is to be incorporated into the city hall design for use as remote storage (archives), all civic center maintenance except grounds equipment, and the graphics work center programmed with the parks and recreation department (see architectural program). If this later is found to be not feasible structurally or economically, then these spaces must be included in the (above-grade) city hall.

Construction of parking areas for city hall and council chambers will be undertaken along with the construction of access roads to the site, the improvement of the entry from Hawthorne Boulevard, and landscaping of the developed portions of the site. Parking will be provided for the full requirements of city hall visitors (31) and that projected for the council chambers (47), but only 45 of the eventually required 61 staff parking spaces for city hall will be provided in this phase, as staffing will not reach that level until 1990 (note that construction of the remaining city hall staff parking is included in phase 4 below). The combined stalls (123) will serve council chambers during evening meetings. The access road will be brought to the center of the site from Hawthorne Boulevard, requiring new construction,<sup>1</sup> although a portion of the existing road

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<sup>1</sup> In the interest of making this master plan as comprehensive as possible, we include the development of the access roads through the park site. We recognize that much of this road development is included in the park plan and may already exist at the time of civic center construction.

will remain in this phase for access to the existing parks and recreation building. Landscape construction will consist of small paved plaza areas near or adjacent to the new city hall and council chambers, some dense planting and wall construction for purposes of screening undeveloped areas of the site, and light ground cover for returning those portions of the site disturbed by construction activities to their natural state.

At the conclusion of phase 1, then, all activities programmed for inclusion in the city hall and council chambers will occupy their new facilities, thereby vacating the existing city hall, the existing parks and recreation building, and the mess hall. These facilities will then be ready for adaptation to other uses during phases 2 and 3.

## Phase 2

This is an interim phase with relatively little new construction or site improvements. The first activity will be to integrate the then vacant parks and recreation building into the city hall facility, as determined in the initial design development. This will include improving the exterior surfaces of the building to make it compatible with the adjacent city hall as well as possible construction of physical connections between the two. The interior will be stripped of its existing partitions in order for it to be used as a temporary location for the storage of the maintenance vehicles which had been removed from the warhead building in phase 1. Recreation equipment will be temporarily placed in the existing mess hall, vacated by the removal of archival storage to city hall at the end of phase 1. At the beginning of this phase, studies should be undertaken to confirm the structural feasibility and cost requirements of renovating the existing city hall for use by general maintenance and parkland maintenance.

At the conclusion of phase 2, the new city hall and council chambers will be in full use, the general maintenance vehicles will temporarily occupy the former parks and recreation building, recreation equipment will be temporarily located in the former mess hall, and the existing city hall will be vacant in preparation for the next phase of development.

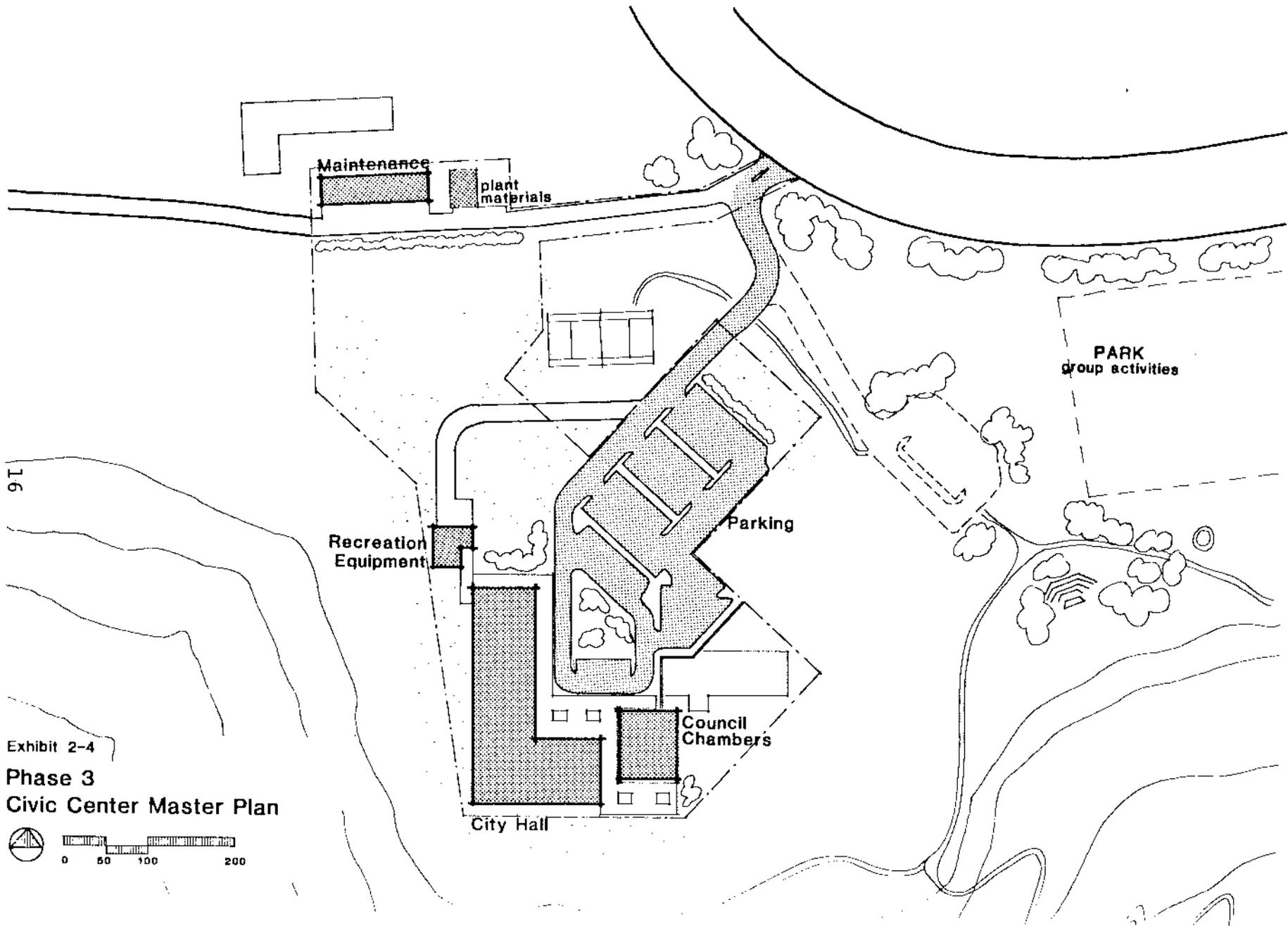
### Phase 3

The activities in this phase are aimed at resolving the interim placement of functions on the site and meeting necessary space needs by preparing the former city hall for use by the general and parkland maintenance element and moving recreation equipment to appropriate quarters in the former parks and recreation building. While the existing city hall is functionally suitable for conversion (with major modification) to a maintenance facility, some question remains as to the suitability of the floor structure for supporting the load of maintenance vehicles and adaptability to a garage. This plan proceeds on the supposition that structural analysis will allow such a use, in which case the principal modifications include removing the existing roof and replacing it with a higher clearance, opening bay-sized garage doors in one wall of the building, removing some interior partitions, and improving the exterior surfaces of the building to make it compatible with new facilities on the site. Also included in this phase is construction of parking areas for maintenance staff (10 stalls), and parking for recreation equipment staff (2 stalls) and its associated parks and recreation vehicles. Landscape construction in this phase involves plantings to screen the maintenance facilities from the other buildings on the site and from nearby residential or public views.

The completion of phase 3 activities represents a major resting point in the development plan, as all presently existing functions will be housed in appropriate facilities. Exhibit 2-4 shows the status of the site at this point, highlighting areas developed in phases 1, 2, and 3.

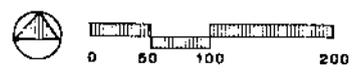
### Phase 4

The objective of this phase is the construction of the community building, which will be located on park land adjacent to the southeastern edge of the civic center site near the remaining (northeast) missile silo. Activities of this phase include construction of the above grade portions of the community building and renovation of the second silo for use as activity rooms. This will involve removal of the remaining pavement near that silo, construction of access ways into the silo, and construction in the interior of that space to meet the programmed needs. Landscaping will involve construction of paved open areas near the entrance of the above grade portions of the community building, a landscaped connection between the above grade building and the converted silo, and light ground cover to make the newly



9T

Exhibit 2-4  
**Phase 3**  
**Civic Center Master Plan**



built areas compatible with the previously developed portions of the civic center site as well as with the adjoining park areas. Construction of parking for the community building (30 stalls) will be undertaken at this time, and parking areas to meet the complete requirements of city hall staff (16 stalls) by extending the previously constructed parking will also be built. Extension of the access road to the community building and its parking is included in this phase.

Completion of phase 4 activities also represents a major resting point in the development plan, as successful operation of the site is not contingent upon subsequent development phases. Exhibit 2-5 illustrates the status of the site at the conclusion of phase 4, highlighting the areas of new development.

#### Phase 5

The principal activity in phase 5 is the construction of the public safety building and its associated parking and access. Initial actions will include removal of the existing road which leads to the former parks and recreation building (which contains recreation equipment at this stage). The public safety building will be located on the site in such a way that its public-oriented areas are accessible from the central (public) area of the civic center and its nonpublic areas are oriented toward the northern half of the civic center site in order to provide for separate access by city vehicles and public safety staff. Construction of parking areas will include space for visiting public (8 stalls) and a separate space for staff and city vehicles (48 stalls). This latter parking area must be enclosed and secure from intruders. A new access road must be constructed connecting the public safety building and secure parking area with the Hawthorne Boulevard entry point, and the existing road which connects Hawthorne Boulevard with the former city hall (occupied by general and parkland maintenance at this stage) will be improved at this time. Landscaping will include paved public access area at the entrance to the public safety building, intensive planting and landscaping in the area behind the secure parking area to provide for the safety and convenience of park users,<sup>2</sup> and light ground cover

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<sup>2</sup> The frequency of park users crossing the civic center site at this northern location will be decreased if the existing tennis courts have been removed by this stage.

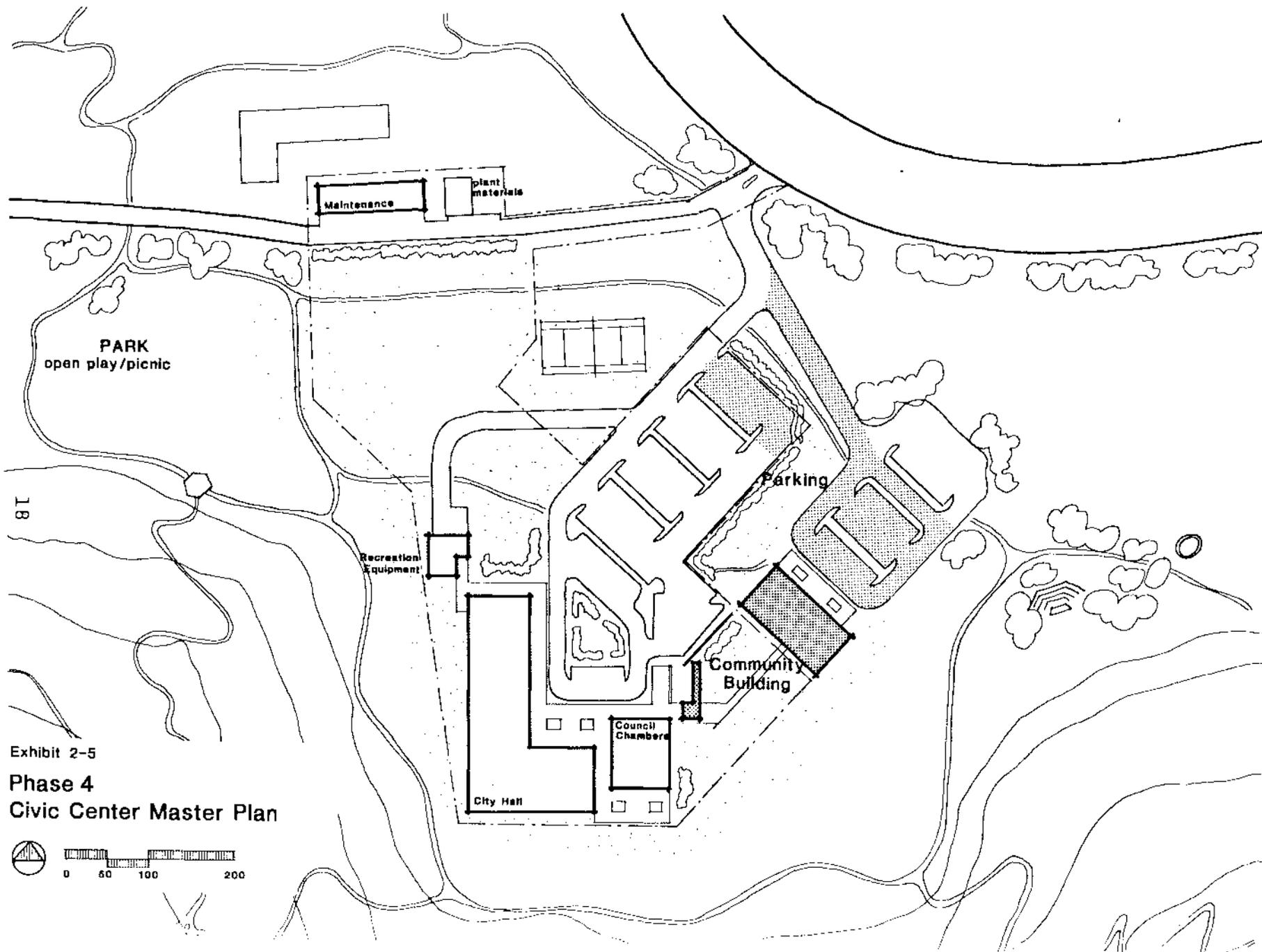
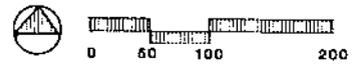


Exhibit 2-5  
 Phase 4  
 Civic Center Master Plan



to allow continuity with previously improved civic center and park land.

Exhibit 2-6 shows the status of the site at the conclusion of phase 5, highlighting the new areas of development.

#### Phase 6: Completion of Master Plan Development

By the conclusion of phase 5, all major components of the plan will have been provided for with new or adapted facilities. Phase 6 is included to demonstrate the capability of the site to allow for housing possible expansion of maintenance and recreation equipment needs. We have identified the construction of a maintenance and equipment facility of 4,000 gross sq.ft. near the former city hall (in which maintenance functions would be located by this time). Such a facility would allow meeting the full recreation equipment requirements (approximately 2,300 gross sq.ft. in addition to the 1,200 gross sq.ft. it would occupy in the former parks and recreation building at this stage), as well as for possible expansion of requirements for general and parkland maintenance. If this were to be done, recreation equipment could be divided so that smaller items which are frequently issued to the public are nearer city hall and bulky, infrequently accessed, or staff-accessed items (such as tennis court nets) are in the new structure. Development of such a facility would require additional landscaping to screen it adequately (for aesthetic as well as functional reasons), but no further site improvements would be required.

The fully implemented plan is illustrated in Exhibit 2-7, which shows all facilities completed on the site, and full integration of the civic center and parkland maintenance.

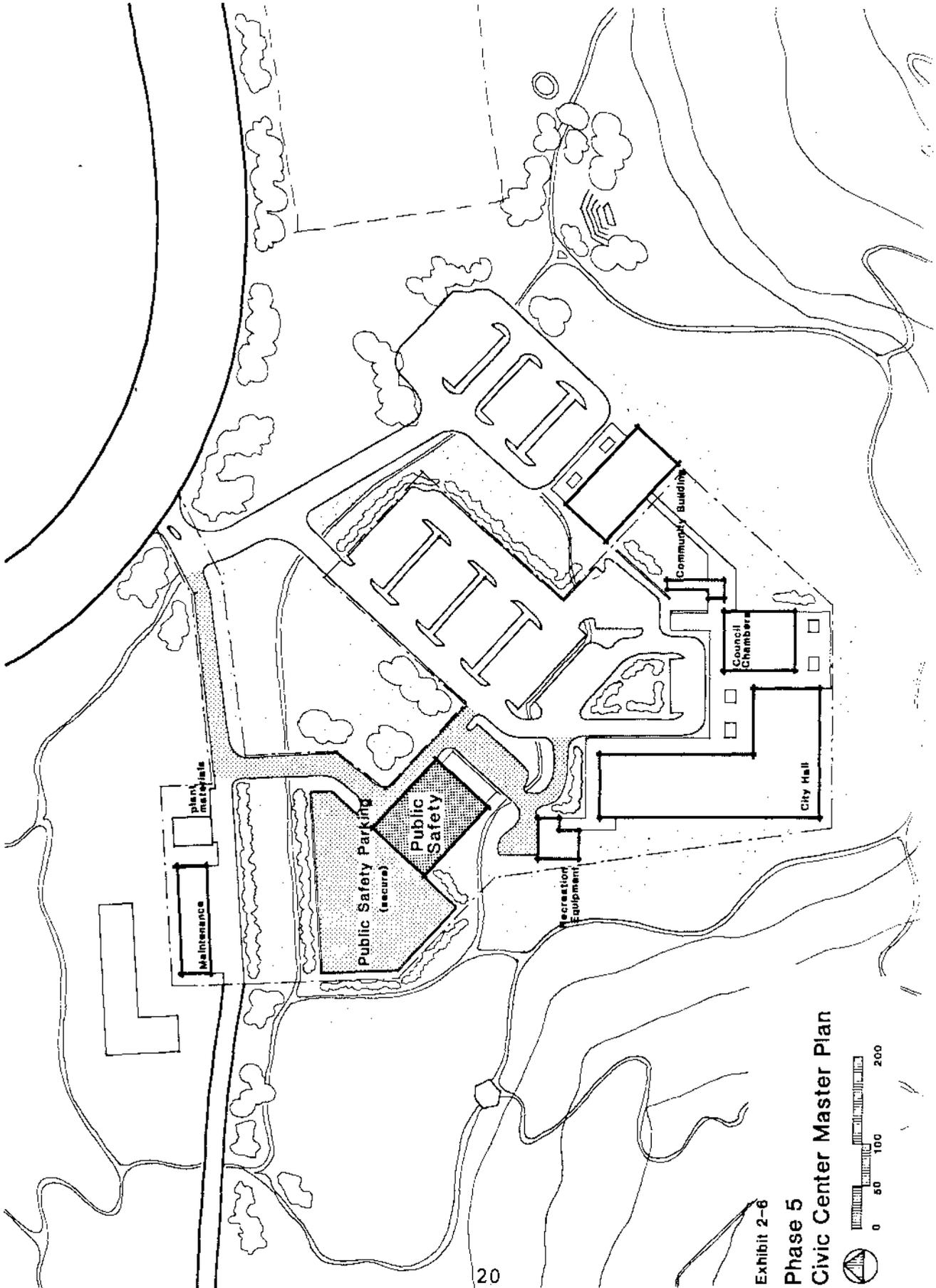


Exhibit 2-6

Phase 5

Civic Center Master Plan



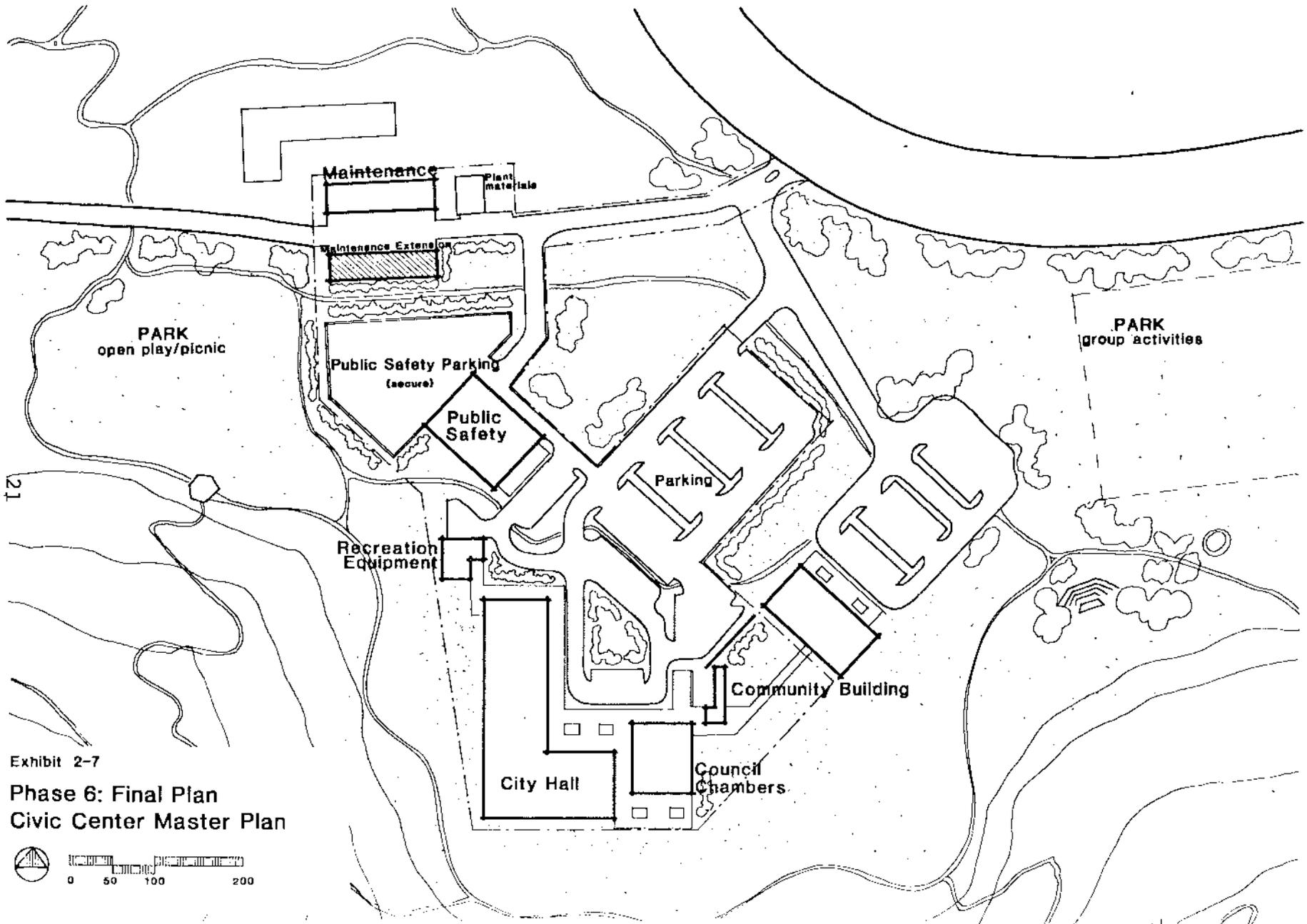
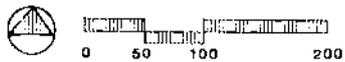


Exhibit 2-7

**Phase 6: Final Plan  
Civic Center Master Plan**



COSTS

## SECTION 3

### PRELIMINARY CONSTRUCTION COST BUDGETS

#### INTRODUCTION

The master plan, presented in the previous section, identifies several phases of construction during which various types of activities will occur. Our intent is to present component and sequential cost estimates for these activities. All figures are in current<sup>1</sup> dollars because future phases are not precisely timed and because of the uncertainties of inflation rates that might be applied.<sup>2</sup>

Costs are of several types: new construction of various buildings, renovation of a range of facilities (old city hall, silos, parks and recreation building), parking areas, landscaping, site preparation and fill, demolition, and fees and contingencies. In order to present these cost estimates in a usable and concise way, we have divided the discussion which follows into two parts. The first describes the component and unit costs of each element of the development plan, and the second presents these costs in terms of development phases.

#### UNIT AND COMPONENT COSTS<sup>3</sup>

Our approach to developing unit costs and costs of individual renovation elements has been (1) to tabulate figures based on a national valuation service, adjusted for geographic location and current construction market factors, (2) to discuss these results with local architects to see if they "seem in line," and (3) to test the results by comparing recent construction bids for city buildings. The last

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<sup>1</sup> June-July 1980.

<sup>2</sup> The average of 17 cost, price, and valuation indices, as reported in Engineering News Record, March 20, 1980 (p. 91), gives an annual inflation rate for 1978-1979 of 10.25 percent. Restricting to federal and western U.S. values, an average closer to 13 percent is obtained.

<sup>3</sup> All costs in this section are derived from one of three estimating sources or from combinations of them, and in some cases are adjusted to reflect specific information we obtained from vendors or architects. The sources are:

step has been limited because there are not many similar buildings in early construction phases, so we looked back at earlier projects and applied an approximation of inflation and location factors.

NOTE: The costs presented here are typical estimates of construction based upon reported averages and may differ from actual costs at the time of construction due to design alternatives, scale and monumentality of structures, materials and fixed equipment specified, and the prevailing labor market. Therefore, these estimates should only be viewed as budget guidelines in current dollars. Further, recent experience has demonstrated exceptionally high rates of inflation, which may or may not continue. Therefore, it is impossible at this time to predict construction cost escalation more than a few months into the future with any degree of validity. These factors must be considered in the setting of priorities.

#### City Hall Unit Costs

Exhibit 3-1 presents a summary of city hall construction cost estimates per square foot, for alternative construction types, styles, and qualities. As a planning figure, we suggest using \$70 to \$85 per sq.ft. as a range for average to good construction, under the following assumptions:

- single story construction;
- above average use of glass on view sides;

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3 (continued)

Marshall Valuation Service, Marshall and Swift Publication Company, current to 1980;

Means, Robert Snow Means Company, Inc., several volume series, 1980;

Dodge, Cost Information Systems, McGraw-Hill, using both the construction system costs and Dodge digest.

EXHIBIT 3-1

UNIT CONSTRUCTION COST ESTIMATES FOR CITY HALL  
RANCHO PALOS VERDES

TYPE OF CONSTRUCTION			EXTERIOR	INTERIOR	MECHANICAL	\$ Per Sq.Ft. (June 1980)
<b>FRAME:</b>  Reinforced concrete columns and beams. Fire resistant construction.  <b>ROOF:</b>  Formed concrete, precast slabs, concrete or gypsum on steel deck, fireproofed.	<b>FLOOR:</b>  Concrete or concrete on steel deck, fire-proofed.	High/ Avg. Grade	Highly ornamental stone, granite, best metal and glass.	Plaster, stone trim, ornate detail, terrazzo, carpet, vinyl floors.	Best lighting and outlets, tiled restrooms, many fixtures, hot and chilled water (zoned).	\$ 94.85
	<b>WALLS:</b>  Nonbearing curtain walls, masonry, concrete, metal and glass panels, stone.	Avg. Grade	Good metal and glass, concrete, some good stone, good entrance.	Plaster and dry wall, some paneled offices, vinyl asbestos, carpet.	Good lighting and outlets, good tiled restrooms, hot and chilled water (zoned).	\$ 74.83
	<b>WALLS:</b>  Nonbearing curtain walls, masonry, concrete, metal and glass panels, stone.	Low Grade	Brick, concrete panels, metal and glass, little ornamentation.	Plaster and dry wall, little paneling, vinyl asbestos, some carpet.	Adequate lighting and outlets, some tiled restrooms, hot and chilled water (zoned).	\$ 55.88
<b>FRAME:</b>  Masonry or concrete load bearing walls with or without pilasters. Masonry or concrete walls with steel, wood, or concrete frame.  <b>ROOF:</b>  Wood or steel joists with wood or steel deck. Concrete plank.	<b>FLOOR:</b>  Wood or concrete plank on steel floor joists, or concrete slab on grade.	High/ Avg. Grade	Ornamental stone, best metal and glass, highly decorative.	Plaster, stone trim, paneling, terrazzo, carpet, vinyl floors.	Best lighting and outlets, tiled restrooms, many fixtures, hot and chilled water (zoned).	\$ 88.33
	<b>WALLS:</b>  Brick, concrete block, or tile masonry, tilt-up, formed concrete, curtain walls.	Avg. Grade	Good ornamental masonry, good metal and glass.	Plaster or dry wall, good detail and paneling, terrazzo, vinyl tile.	Good lighting and outlets, good tiled restrooms, hot and chilled water (zoned).	\$ 66.04
	<b>WALLS:</b>  Brick, concrete block, or tile masonry, tilt-up, formed concrete, curtain walls.	Low Grade	Brick, block, concrete, metal and glass, good entrance.	Plaster or dry wall, some paneled offices, vinyl asbestos.	Adequate lighting and outlets, adequate plumbing, hot and chilled water (zoned).	\$ 51.28

SOURCE: Marshall Valuation Service, updated per 1980 adjustment factors to Los Angeles, California.

NOTE: These costs are based on reported construction and average for the corresponding class; it is therefore true that examples can exceed these figures by 10%, 15%, and even more in some situations.

- some use of good stone (such as Palos Verdes Stone) facing in some areas, with more coverage at the higher cost ranges;<sup>4</sup>
- slab on grade;
- some terrazzo, carpet in offices, vinyl tile in workrooms;
- dry wall with some paint, and cloth or vinyl wall cover (more vinyl than paint);
- good heat, ventilation, and air conditioning;
- good light, restrooms finishes;
- council chambers are detached, with a 12-foot average story height for city hall.

These unit costs omit professional fees and contingencies which we add below. Otherwise they include all items described at the beginning of this section. They are adjusted to reflect June 1980 dollars, and even if construction were to begin today an inflation to the midpoint of the construction period is necessary.

It should be noted that the figures here are for "average, traditional construction" of the quality and type shown, with a typical amount of partitioning, etc. For a systems furniture option, it is possible to consider some adjustments to these costs. We discuss this consideration later in the report. Note, too, that there are grades of workmanship and detailing which can raise these costs or lower them, depending upon variation from the good-average which we assume here.

The costs which are presented here include the construction budget--site preparation (minimal allowances in these costs), laying the foundation, building the shell, laying floor coverings (tile, carpet, terrazzo, etc.), finishing walls and ceilings, installing heating, ventilating, and

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<sup>4</sup> Palos Verdes Stone costs about \$8.50 per sq.ft. (of surface) in place (strata), or about twice the price of brick. It is reportedly becoming more scarce, and it should be noted that there are several cultured or alternate imitations. If the city specifies this material it should be aware of wanted or unwanted substitutes.

air conditioning (HVAC).<sup>5</sup> Built-in cabinets, freestanding furniture, and special mill work are not included as "construction" costs. The estimates for construction costs also include professional fees and typical contractors' overhead and profit. Our estimating service includes sales tax on materials, a typical allowance for utilities from the lot line, and minimal site preparation (only for foundation excavations and back fill).

#### Council Chambers Unit Costs

Exhibit 3-2 presents a summary of council chamber construction cost estimates per square foot, for alternative construction types, styles, and qualities. As a planning figure, we suggest using the range of \$80 to \$95 per sq.ft. as a range for average to good construction. The style of design must be harmonious with the city hall, so that if alternate figures are used then both unit cost values must be changed accordingly. We have made the following assumptions:

- single story construction;
- above average use of glass on view sides;
- good heat, ventilation, and air conditioning;
- a 16-foot typical story height;
- some terrazzo, with carpet and vinyl tile.

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<sup>5</sup> We include air conditioning for budget purposes, but we suggest that certain design solutions could eliminate the need for it given the Rancho Palos Verdes climate.

EXHIBIT 3-2

UNIT CONSTRUCTION COST ESTIMATES FOR COUNCIL CHAMBERS  
RANCHO PALOS VERDES

TYPE OF CONSTRUCTION			EXTERIOR WALLS	INTERIOR	SYSTEMS	\$ Per Sq.-Ft. (June 1980)
<b>FRAME:</b> Reinforced concrete columns and beams. Fire resistant construction.	<b>FLOOR:</b> Concrete or concrete on steel deck, fire-proofed.	Avg. Grade	Good masonry, metal or concrete panels, special architecture.	Plaster, highly ornamental detail, carpeting, stone, vinyl tile.	Special lighting and sound system, plumbing, zoned A.C.	\$ 89.45
<b>ROOF:</b> Formed concrete, precast slabs, concrete or gypsum on steel deck, fireproofed.	<b>WALLS:</b> Nonbearing curtain walls, masonry, concrete, metal and glass panels, stone.	Low Grade	Face brick, concrete panels with trim, plain architecture.	Dry wall, plastic finishes, some ornamentation, carpeting, vinyl.	Adequate lighting and plumbing, sound system, central A.C. (simple ducts).	\$ 65.55
<b>FRAME:</b> Masonry or concrete load bearing walls with or without pilasters. Masonry or concrete walls with steel, wood, or concrete frame.	<b>FLOOR:</b> Wood or concrete plank on steel floor joists, or concrete slab on grade.	High/ Avg. Grade	Special architecture and trim, steel frame, best masonry.	Good ornamental plaster and detail, carpeting, stone, vinyl.	Special lighting and sound system, good plumbing, zoned A.C.	\$100.57
		Low Grade	Face brick, concrete panels with trim, plain architecture.	Plaster, good ornamental detail, carpeting, vinyl, terrazzo lobby.	Good lighting and sound system, good plumbing, zoned A.C.	\$ 76.28
		Low Grade	Brick, block, concrete panels.	Dry wall, some ornamentation, vinyl asbestos, terrazzo lobby.	Adequate lighting and plumbing, sound system, central A.C. (simple ducts).	\$ 55.14
<b>ROOF:</b> Wood or steel joists with wood or steel deck. Concrete plank.	<b>WALLS:</b> Brick, concrete block or tile masonry, tilt-up, formed concrete, curtain walls.					

SOURCE: Marshall Valuation Service, updated per 1980 adjustment factors to Los Angeles, California. Base figures were taken for "auditoriums" and adjusted upward (15%) to approximate council chambers.

NOTE: These costs are based on reported construction and are average for the corresponding class; it is therefore true that examples can exceed these figures by 10%, 15%, and even more in some situations.

These costs include the same elements as described above for city hall. They exclude seating, special lighting, a council bench, podium, electronics, and other furniture. An estimate for the major elements of built-in equipment has been developed, however, and is presented in Exhibit 3-3.

EXHIBIT 3-3  
ESTIMATE FOR MAJOR BUILT-IN EQUIPMENT  
IN COUNCIL CHAMBERS

<u>Item</u>	<u>Cost Estimate</u>
Seating: 140 seats @ \$100 to \$115 ea.	\$ 14,000 - 16,000
Millwork table for council and staff <sup>a</sup>	\$ 5,000 - 7,500
Video system equipment <sup>b</sup>	\$ 27,000
Projection screen, 100 sq.ft., electric <sup>c</sup>	\$ 1,400
Projector equipment <sup>d</sup>	\$ 2,000
	<hr/> \$ 49,400 - 53,900

a Special rear wall treatment is not included.

b Means construction cost data gives a range of about \$8,000 to \$34,000 for a basic (not installed) three-camera system, with \$1,500 to \$10,000 for each video recorder (1980 dollars). The mid-point value is approximately \$27,000.

c Means construction cost data identifies a range of \$985 to \$1,750 for electric screens (100 sq.ft., using 1980 dollars).

d Based on discussions with Kodak representatives, assuming two professional model 35mm slide projectors, dissolve unit, and basic remote control.

### Community Building Unit Costs

Estimates of community building costs can range significantly based on the wide variety of building styles which have been used. The several estimating services which we use<sup>6</sup> show average costs, based on surveys of national experience, in the range of \$50 to \$65. There are examples that exceed this considerably, and depending upon number of stories, style, and use of stone or other materials the costs can extend well into the range we have used for city hall (\$70 to \$85) or council chambers (\$80 to \$95).

We prefer to adopt an approach that estimates on the high rather than low side, and suggest that the \$70 to \$85 range be used for the building. This is motivated primarily by a desire to allow for exterior treatments to be the same as the other civic center buildings and by the fact that the community building will occupy a critical position on the site. The same qualities and assumptions identified above for city hall will therefore also apply here.

### Public Safety Building Unit Costs

The public safety building is estimated to have the same unit costs as the city hall office building, or \$70 to \$85 per square foot. On the whole, the same finishes, qualities, and styles should apply.

### Maintenance Facility Unit Costs

We have computed costs for construction of new maintenance facilities in order to give the city additional information should expanded facilities be desired and to use as a comparison to the proposed renovations. It is stressed that this master plan is based on renovation and reuse of existing structures for maintenance operations, so the following costs do not appear later in the development costs by phase.

Exhibit 3-4 presents a summary of new maintenance facility construction costs, based on a simple storage or parking building design. As a planning figure, we have used a range of \$30 to \$40, in order to assume a design compatible with the civic center. We have made the following assumptions:

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<sup>6</sup> Marshall and Swift Valuation Service, Means estimating services, and Dodge estimating services.

EXHIBIT 3-4  
 UNIT CONSTRUCTION COST ESTIMATES FOR MAINTENANCE FACILITIES  
 RANCHO PALOS VERDES

TYPE OF CONSTRUCTION		EXTERIOR	INTERIOR	MECHANICAL	\$ Per Sq.Ft. (August 1980)
FRAME: Steel or concrete	High/ Avg. Grade	Steel or concrete frame, brick or concrete panels.	Much plaster, tile trim, painted walls, good office finish.	Good electrical, lighting, and service outlets, good restrooms, package air conditioning.	\$ 39.33
ROOF: Wood or steel					
FLOOR: Concrete	Avg./ Low Grade	Masonry walls, bond beams and plasters, light trusses.	Unfinished, small fin- ished office area.	Adequate lighting and service outlets, small restrooms, space heaters.	\$ 20.42
FRAME: Wood or steel	High/ Avg. Grade	Good steel or wood frame, brick or masonry veneer, insulated metal panels.	Dry wall, interior trim, good partitions, good office finish.	Good electrical lighting and service outlets, good restrooms, package air conditioning.	\$ 35.32
ROOF: Wood or steel joists with wood or steel deck					
FLOOR: Concrete	Avg./ Low Grade	Light wood or steel frame, siding or stucco.	Unfinished, small office area.	Adequate lighting and service outlets, minimum plumbing, space heaters.	\$ 18.38

SOURCE: Marshall Valuation Service (Commercial Garages), updated per 1980 adjustment factors to Los Angeles, California.

NOTE: These costs are based on reported construction and average for the corresponding class; it is therefore true that examples can exceed these figures by 10%, 15%, and even more in some situations.

These unit costs omit professional fees and contingencies which are discussed later; otherwise they include all items described earlier in this section. The figures here are for "average, traditional construction" of the quality and type shown, with a typical amount of partitioning, etc. There are, therefore, grades of workmanship and detailing which can raise these unit costs.

### Renovation Costs

There are five existing structures proposed for specific reuse in the master plan. These are:

- the southwest missile silo, for use by identified city hall functions;
- the northeast missile silo, for use by community building operations;
- the parks and recreation building, for use first by maintenance and then by recreation equipment;
- the existing city hall, for use by maintenance;
- the mess hall, for temporary use by recreation equipment.

The activities needed in each case to renovate these facilities differ widely, and so the costs must be presented separately. Of all costs presented here, renovation estimates are the most uncertain due to unknowns related to existing structures and to problems which arise only after reconstruction begins. Consequently, the reader must be aware that renovation cost estimates are subject to wide variation potentials and that we must apply a higher contingency allowance to them. Contingencies are discussed more fully later.

### Southwest Missile Silo

The activities to be placed in this silo are graphics (requiring ventilation, plumbing, and electric service), archives storage (requiring protection from moisture), janitorial supplies (requiring ventilation), furniture and maintenance materials storage (requiring access for bulky items), and a small maintenance shop (requiring ventilation, electric service, plumbing). The existing structure has electric service and has drainage although provision for

sump pumping is advised. An elevator and stairs are needed, and the facility should be developed to allow the potential for its later conversion for other uses such as a communication center.

The first step in renovation is removal of unwanted elements: the concrete pad that extends over and to the sides, the missile doors, the elevator machinery, and the above grade hatches. We presume removal of the concrete roof, but this may not entirely be required; exact needs will be determined in the design phases. Removal of asphaltic areas is included with general site work described below. Removal costs are estimated as follows:

<u>Activity (southwest silo removal)</u>	<u>Cost Allowance</u>
- 8,640 sq.ft. concrete paving @ \$84/cu.yd., plus \$5/cu.yd. hauling and a premium of \$12,000 for cutting the elevated portion. Range developed by adding 10%.	\$ 40,500 - 44,600
- Remove equipment--rough estimate--based on heavy work crew and crane for two days, plus hauling. Note that salvage value may offset this cost.	\$ 4,000 - 6,000
	----- \$ 44,500 - 50,600

The second step is construction of necessary elements. These include an elevator, two stairwells, interior partitioning, mechanical systems, and finishes. The construction costs are estimated as follows:

<u>Activity (southwest silo construction)</u>	<u>Cost Allowance</u>
- Stairwell, each at a height of 15 ft., assuming steel risers 3'6" wide, result in a cost of \$3,600. Two stairs double this. Range is obtained by adding 10%.	\$ 7,200 - 7,900
- Elevator, passenger and freight, capacity of 4,000 lbs., one floor. Range obtained by adding 10%.	\$ 27,600 - 30,400

<u>Activity (southwest silo construction) (cont'd)</u>	<u>Cost Allowance</u>
- Interior partitions, mechanical, and finishes estimated at \$15 per sq.ft. This is a reduced figure due to minimal needs in storage areas. Millwork and furnishings are excluded. Range is obtained by adding 10%.	\$ 45,000 - 49,500
	\$ 79,800 - 87,800

The grand total renovation costs, without contingency or design fees, is therefore the range \$124,300 to \$138,400. For the 3,000 sq.ft. of space, we have programmed 2,074 net sq.ft. of occupancy; allowing for 80 percent efficiency, this is an estimated need of about 2,590 gross sq.ft. removed from city hall. Dividing this into the cost range gives an effective cost per foot equivalent of \$48.00 to \$53.40.

#### Northeast Missile Silo

Activities to be placed here are community building programs and so more partitioning and mechanical services will be needed than for the southwest silo. Moreover, there is no separately programmed structure to be placed above the silo, so mechanical and access allowances must be made.

As with the southwest silo, the first step is removal of unwanted elements. In this case, however, we presume the concrete roof will remain, access being through the existing trap door opening. Door and machinery would be removed, along with the remaining concrete apron.

<u>Activity (northeast silo removal)</u>	<u>Cost Allowance</u>
- 5,140 sq.ft. concrete paving at \$84 per cu.yd., plus \$5 per cu.yd. hauling. Concrete cutting at ceiling (4 sides assumed) is estimated at \$36 per linear foot, or a total of \$9,000. Range is based on adding 10%.	\$ 25,900 - 28,500
- Remove equipment (same as southwest silo).	\$ 4,000 - 6,000
	\$ 29,900 - 34,500

Construction is estimated by subtracting envelope (walls, ceiling, floor) construction costs from total construction costs. The result is applied to the 3,000 gross sq.ft. In addition, allowance is made for an above grade entry, mechanical space, and elevator.

<u>Activity (northeast silo construction)</u>	<u>Cost Allowance</u>
- Interior construction, including mechanical systems, dropped ceiling, partitions, and surfaces. This is based on 37% to 42% of total new construction in foundation, superstructure, roof, and walls, and a total new construction cost range of \$50 to \$65 per sq.ft.	\$ 87,000 - 123,000
- Elevator (same as southwest silo).	\$ 27,600 - 30,400
- Stairwells (same as southwest silo).	\$ 7,200 - 7,900
- Allowance for above-grade structure/entry at 400 sq.ft. and \$50 to \$65 per sq.ft.	\$ 20,000 - 26,000
	<hr/>
	\$141,800 - 187,300

The grand total renovation cost estimate is therefore \$171,700 to \$221,800, or for the total 3,400 sq.ft. of building this is a unit cost range of \$50.50 to \$65.20 per sq.ft. This is coincidentally very near our estimated new construction cost range for an "average" community building.

#### Parks and Recreation Building

There are two stages of use for this building. First, it is used for storage of maintenance equipment until the existing city hall is renovated, and later it is used for recreation equipment storage. It must also be integrated into city hall design, so there is a cost for treating the exterior surface.

<u>Activity (initial improvements, parks and recreation building)</u>	<u>Cost Allowance</u>
- Treat exterior to be harmonious with the new city hall design. We have estimated the low cost at the rate of \$3.00 per sq.ft. of wall surface. This allows painted stucco over wire and paper, or stained wood boards and batten. Brick or low-cost stone facing would cost about \$4.50 per sq.ft. of surface, and we use this for the high rate. We estimate 3,600 sq.ft. of wall surface.	\$ 10,800 - 16,200
- Cover the back garage door, add a rear access, and finish front doors.	\$ 2,000 - 2,500
- Remove partitions and floor finishes based on simple dry wall construction.	\$ 900 - 1,200
	<hr/> \$ 13,700 - 19,900

The second stage renovation involves developing a long-term recreation equipment repair and storage facility. This requires improving the lavatory, mechanical systems improvements, constructing partitions, and interior finishing.

<u>Activity (second improvements, parks and recreation building)</u>	<u>Cost Allowance</u>
- Partitions, floor covering, and paint, based on separate costing considerations which result in \$2.50 to \$3.00 per sq.ft. of floor. Millwork is <u>excluded</u> .	\$ 2,500 - 3,000
- Lavatory fixture replacement.	\$ 800 - 1,200
- Mechanical system improvement (electrical), based on \$1.00 to \$1.30 per sq.ft.	\$ 1,000 - 1,300
	<hr/> \$ 4,300 - 5,500

## Existing City Hall

The most uncertain renovation cost estimate here is that for the existing city hall due to the suitability of floor structure and the requirement to remove and replace the existing roof. The building itself has the proper footage for projected maintenance needs, but the roof is too low for conversion to a garage. Replacing the roof is mitigated by the expected repair cycle costs to some degree; there is no record of roof repair since the city has owned the building. Maintenance operations require plumbing and adequate electric service which are at the building now. Good ventilation will also be no significant problem. Floor drains are needed, but we tentatively assume the existing floor structure is sufficient.<sup>7</sup>

The first step is removal of the roof and development of door cuts. We assume no removal of existing sheer walls in the building center, but do remove interior partitions at either end of the building.

<u>Activity (existing city hall--removals)</u>	<u>Cost Allowance</u>
- Removal of 4,500 sq.ft. of roof (including overhang), at \$0.50 to \$0.75 per sq.ft., plus hauling.	\$ 5,800 - 6,900
- Removal of interior partitions as needed, floor cover, etc., plus hauling. Figure is based on 150' block wall, 60' stud wall, and 400 yards of floor surface. Range is obtained by adding 20%.	\$ 4,800 - 5,700
- Removal of cutouts for garages (2 bays at 20 lin. ft. each).	\$ 1,400 - 1,700
	<hr/>
	\$ 12,000 - 14,300

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<sup>7</sup> Structural needs and conditions are uncertain, and require special study of the existing structure by a qualified engineer.

The construction stage includes construction of perimeter supports for a new roof, the roof itself, wall curtain extension, and interiors. New garage doors are also to be installed.

<u>Activity (existing city hall-- construction)</u>	<u>Cost Allowance</u>
- Construct new roof on new columns at walls. Cost estimate is based on steel joist and wood on composition deck, and includes lighting and finished ceiling interior. A range of \$5.70 to \$7.20 per sq.ft. is used.	\$ 22,800 - 28,800
- Refinish floor and paint interiors. Estimate \$0.30 per sq.ft. floor surface and 9,000 sq.ft. of interior wall surface. Install garage doors, floor drains, space heaters, and appropriate wiring.	\$ 14,900 - 19,700
- Remove front steps and walk and replace with vehicle access as required. Range adds 10%.	\$ 4,800 - 5,300
- Provide for wall curtain from existing height to raised height (2,000 sq.ft. of surface). Rate of \$7.75 to \$8.75 per sq.ft. for masonry extension.	\$ 15,500 - 17,500
- Finish exterior to be harmonious with civic center buildings. Factors are as for parks and recreation building, based on 4,800 sq.ft. of wall surface.	\$ 14,400 - 21,600
	<hr/> \$ 72,400 - 92,900 <hr/>

The grand total cost for renovation of the existing city hall is therefore estimated at between \$84,400 and \$107,200. These figures assume that the facility will structurally accept this renovation and the proposed use, but study by a qualified structural engineer is necessary before this renovation can be recommended.

Landscaping and Parking Lot Unit Costs

Exhibit 3-5 presents a summary of landscaping and parking lot unit cost estimates for some landscaping styles and qualities. The cost for landscaping and hard surface treatments can vary widely, but we suggest using a range of \$2.50 to \$4.00 per sq.ft. for planting areas, a range of \$5 to \$8 per sq.ft. for hard surface treatments, and an estimate of \$2.50 per sq.ft. for parking areas.

These costs exclude professional fees and contingency allowances, which are added below. Extensive use of soil amendments for landscaping, if required, and replacement of the top soil is not included. Also sculptures, fountains, and other such features are not reflected in these estimates. The estimates for the parking lot excludes the cost of a new road up to the lot (if required) or for resurfacing and modifying the existing roads.

Applying these unit costs to the master plan requirements results in the following costs.

<u>Activity (landscaping and parking)</u>	<u>Cost Allowance</u>
- Phase 1 parking: 123 stalls or 46,740 sq.ft. of area.	\$116,900 - 223,700
- Phase 3 parking: add equipment and maintenance employee stalls, or 5,860 sq.ft.	\$ 14,700 - 29,300
- Phase 4 parking: add 30 community building and 16 city hall employee stalls, or 17,480 sq.ft.	\$ 43,700 - 87,400
- Phase 5 parking: add 56 stalls for public safety, or 21,280 sq.ft. Of this, 18,240 sq.ft. is to be fenced, or about 500 linear feet of fencing. For chain link, allow \$11.60 per sq.ft. plus \$2,500 for gates. For stone, allow \$14.20 per sq.ft. plus \$2,500.	\$ 61,500 - 116,000

<u>Activity (landscaping and parking) (cont'd)</u>	<u>Cost Allowance</u>
- Phase 1 landscaping: 17,500 sq.ft. primary, plus 19,500 ground cover; 11,000 sq.ft. hard surface.	\$128,125 - 182,375
- Phase 3 landscaping: 5,000 sq.ft. primary.	\$ 12,500 - 20,000
- Phase 4 landscaping: 14,000 sq.ft. primary, plus 4,000 ground cover; 6,000 sq.ft. surface.	\$ 70,000 - 109,000
- Phase 5 landscaping: 5,000 sq.ft. primary, plus 10,000 ground cover; 2,500 sq.ft. hard surface.	\$ 37,500 - 52,500
- Phase 6 landscaping: 11,000 sq.ft. primary.	\$ 27,500 - 44,000
	<u>\$512,425 - 864,275</u>

EXHIBIT 3-5

UNIT CONSTRUCTION COST FOR LANDSCAPING AND PARKING LOTS  
RANCHO PALOS VERDES

TREATMENT		MATERIALS	\$ PER SQ.FT. (July 1980)
Planting	High/ Avg. Grade	Mixture of ground cover, shrubbery, and trees. Generous use of mature plants, some small intense planting areas. Automatic irrigation throughout.	\$ 4.00
	Avg.	Mixture of ground cover, shrubbery, and trees. Use of some mature plants, few small, intense planting areas. Automatic irrigation throughout.	\$ 2.50
Hard Surface (patios, plazas, and decks)	High/ Avg. Grade	Use of better materials such as brick, wood, some tiles, and stones. Includes concrete base as required. Permits installation of some small planters and some screening.	\$ 8.00
	Avg.	Use of better materials as trim or limited to selected elements. Greater use of concrete. Includes some small planters and some screening.	\$ 5.00

EXHIBIT 3-5 (cont'd)

Unit Construction Cost for Landscaping and Parking Lots  
 Rancho Palos Verdes

TREATMENT		MATERIALS	\$ PER SQ. FT. (July 1980)
Parking	High/ Avg. Grade	Asphalt surfacing, striping, and both security and courtesy lighting. Concrete curb and gutter around perimeter and interior planting areas. Good planting materials with irrigation as required. Possible use of some parking control gates.	\$ 5.00
	Avg.	Asphalt surfacing, striping, and limited security lighting. Concrete curb and gutter around perimeter. Low perimeter ground cover with some trees or shrubs and limited irrigation of planting areas (not sprinkled).	\$ 2.50

SOURCE: The costs presented for planting and hard surface areas are based on discussions with two local landscape architects. It was stated that a reasonable maximum cost for planting is \$5.00 per sq.ft. and for hard surfaces is \$10.00 per sq.ft., but that this is above the expected budget range for civic facilities. The cost presented for parking areas is based on Means Construction Cost Data for 1980 and discussions with architects having recent construction experience.

Unit Costs and Cost Factors for  
Site Work and Demolition

There are several activities which are included in this category: demolition and removal, earth moving and fill, and street realignment and construction.

Demolition and Removal

There is a substantial amount of paving that must be removed from the site, but this can be phased so that some of it is delayed until development of the community building. At various phases several buildings also are to be demolished: the warhead building, the mess hall, and a few small sheds. Finally, chain link fencing with barbed wire is to be removed. Costs for these activities are estimated as follows:

<u>Activity (demolition and removal)</u>	<u>Cost Allowance</u>
- Remove paving: 69,250 sq.ft. in phase 1 and 10,200 sq.ft. in phase 4. We assume 90% of the surface can be removed with power equipment (\$0.25 per sq.ft.) and that 10% may require hand air equipment (\$0.50 per sq.ft.). A range is obtained by adding 10%.	\$ 19,000 - 20,900 2,800 - 3,100
- Remove 300 linear feet of roadway in phase 5, circling near the parks and recreation building.	\$ 3,300 - 3,600
- Remove the warhead building. If performed in conjunction with other demolition work, a factor of \$2.00 to \$2.50 per sq.ft. may be used. The cost shown to the left also includes disposal.	\$ 6,900 - 7,300
- Remove the mess hall and related surface pad. Same factors apply.	\$ 17,300 - 18,300

Activity (demolition and removal) (cont'd)	Cost Allowance
- Removal of miscellaneous sheds and generator building.	\$ 6,600 - 7,000
- Removal of chain link fencing with barbed wire; 3,010 linear feet at \$2.00 per sq.ft. Range is obtained by adding 10%.	\$ 6,000 - 6,600
	<u>\$ 61,900 - 66,800</u>

#### Earth Moving and Fill

The site contains built-up berms which resulted from the initial silo excavation and is otherwise level. These berms amount to about 3,500 cu.yd. of earth and reshaping the site contours will involve both grading and hauling. Estimates of costs depend in part on whether the detailed design will utilize part of this earth in special landscape features, on how far hauling will be (the adjacent park may be able to use some of it), and so on. An estimate of \$2.45 to \$2.70 per yard is based on digging and hauling up to two miles. Spreading and working on the open site may be less. The total estimate is then \$8,600 to \$9,400.

#### Street Realignment and Construction

There are several roadways to be developed: in phase 1, a 1,000 linear foot section<sup>8</sup> from entry to city hall parking; in phase 4, a 600-linear-foot section to access the community building; and in phase 5, a new 400-foot section to access the public safety building, plus improvement of a 300-foot section near the existing mess hall. Roadway cost estimates vary with assumptions of surface type, size, thicknesses, existence of sidewalks, lighting, and so on. Based on a 40-foot right-of-way, including a 6-foot sidewalk, a 1-foot gutter, apron, and lighting, we estimate a linear foot cost of \$60.00 to \$70.00. Applying this to the above figures (and using new construction for improvement cost estimates), we obtain the following costs:

phase 1: \$60,000 to \$70,000;  
phase 4: \$36,000 to \$42,000;  
phase 5: \$42,000 to \$49,000.

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<sup>8</sup> Includes reconstructing the entry.

### Fees and Contingencies

To allow for uncertainties and contingencies, we add a 10 percent factor to all construction figures in the subsequent cost analysis by phase, and 20 percent to all renovations. Fees include architect, engineering, landscape, and construction management professional fees and are estimated at 14 percent in each phase. In fact, however, the actual fee cost will vary with work performed, but we use the constant percentage so that phases can be added together if desired.

## SUMMARY OF COSTS BY PHASE

Exhibit 3-6 presents a computation summary of cost estimates for development of the Rancho Palos Verdes civic center for each phase. The first five phases provide all projected requirements. Phase 6 identifies a possible extension of maintenance facilities to demonstrate the feasibility of it, and costs are shown here for completeness.

In brief, we have the following synopsis:

PHASE	MAJOR CHARACTERISTIC	COST ESTIMATE <sup>9</sup>
1	City hall, council chambers, roadway, and landscaping.	\$3,111,600 - 3,878,300
2	Integrate parks and recreation building.	\$18,400 - 26,700 <sup>10</sup>
3	Renovate existing city hall for maintenance.	\$139,100 - 196,400
4	Community building.	\$1,014,300 - 1,319,700 <sup>11</sup>
5	Public safety building.	\$1,042,500 - 1,324,200
6	Extend maintenance building.	\$185,000 - 255,800

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<sup>9</sup> 1980 dollars.

<sup>10</sup> May be more depending on manner of design integration with city hall.

<sup>11</sup> A lower unit cost may reduce these figures by about 15 percent.

EXHIBIT 3-6  
 COST ESTIMATES BY PHASE  
 RANCHO PALOS VERDES CIVIC CENTER

	Sq.Ft.	\$/Sq.Ft.	Budget (1980 Dollars)	
<u>PHASE 1</u>				
SITE WORK AND DEMOLITION				
Remove Warhead Building			\$ 6,900 -	7,300
Remove Generator Building			6,600 -	7,000
Remove Paving (69,250 sq.ft.)			19,000 -	20,900
Remove Chain Link Fence			6,000 -	6,600
Grade and Remove Berms			8,600 -	9,400
BUILDINGS				
Construct City Hall <sup>a</sup>	21,883	70 - 85	1,531,800 -	1,860,100
Construct Council Chambers <sup>b</sup>	5,836	80 - 95	466,900 -	554,400
Renovate Southwest Silo			124,300 -	138,400
ROADWAYS			60,000 -	70,000
PARKING <sup>c</sup>			116,900 -	223,700
LANDSCAPING			123,100 -	182,400
FEES @ 14%			345,800 -	431,200
CONTINGENCY <sup>d</sup>			295,700 -	366,900
TOTAL PHASE 1 <sup>e</sup>			\$ 3,111,600 -	3,878,300

NOTE: Assumptions and conditions are detailed in the text. These costs exclude interior design; acoustical, audiovisual, and (special) lighting consultants for chambers; extensive site preparation costs; unusual utilities connection costs or long running lengths; site lighting (except as noted for roads or parking areas); and financing.

A premium can be added if unusually expensive materials or special design (loft areas, unusual sized glass panels, complicated structures, etc.) are considered. For this, we suggest adding 25% as a contingency budget. Our range does allow for some stone, such as Palos Verdes stone, but an extensive use is likely to imply some increase over the figures here.

Notes to phase 1:

<sup>a</sup> If the silo renovation is not structurally or economically feasible, then the city hall size is 24,476 sq.ft. and its construction cost estimate is \$1,713,300 to \$2,080,500. Total phase 1 costs are then computed to be \$3,325,200 to \$4,139,000.

<sup>b</sup> Council chambers will have special furnishings and equipment costs which are not included. As noted in the text, the major potential costs of this type are fixed seating (upholstered), \$14,000 to \$16,000; council/staff table millwork, \$5,000 to \$7,500; communications equipment (TV, projection), \$30,400 (average cost estimate). See Exhibit 3-3.

<sup>c</sup> Based on current staff levels, rather than 1990. Expansion is provided in phase 4.

<sup>d</sup> A 10% allowance is made for all items except renovations (southwest silo) for which a 20% allowance is made.

<sup>e</sup> If development of the silo is not undertaken, the cost range is \$3,325,200 to \$4,139,000. See note "a."

EXHIBIT 3-6 (cont'd)  
 COST ESTIMATES BY PHASE  
 RANCHO PALOS VERDES CIVIC CENTER

	Sq.Ft.	\$/Sq.Ft.	Budget (1980 Dollars)	
<u>PHASE 2</u>				
BUILDINGS				
Renovate Parks and Recreation Building <sup>f</sup>			13,700 -	19,900
FEES <sup>g</sup>			1,900 -	2,800
CONTINGENCY @ 20%			<u>2,800 -</u>	<u>4,000</u>
		TOTAL PHASE 2	\$ 18,400 -	26,700
<u>PHASE 3</u>				
BUILDINGS				
Renovate Parks and Recreation Building			4,300 -	5,500
Renovate Existing City Hall			72,400 -	92,900
PARKING			14,700 -	29,300
LANDSCAPING			12,500 -	20,000
FEES @ 14%			14,500 -	20,700
CONTINGENCY <sup>h</sup>			<u>20,700 -</u>	<u>28,000</u>
		TOTAL PHASE 3	\$139,100 -	196,400

Notes to phases 2 and 3:

<sup>f</sup> These costs are minimal, being based on surface treatment for design integration. Use of covered walkways or porticos would add more, perhaps up to \$50,000 or more.

<sup>g</sup> Fees of 14% are also used, but if performed alone, this factor would vary; some design will be accomplished in phase 1, and the fees absorbed at that time.

<sup>h</sup> A 20% allowance is used for the renovation costs, and 10% is used for the other costs.

EXHIBIT 3-6 (cont'd)  
 COST ESTIMATES BY PHASE  
 RANCHO PALOS VERDES CIVIC CENTER

	Sq.Ft.	\$/Sq.Ft.	Budget (1980 Dollars)	
<u>PHASE 4</u>				
SITE WORK AND DEMOLITION				
Remove Mess Hall			17,300 -	18,300
Remove Paving (10,200 sq.ft.)			2,800 -	3,100
BUILDINGS				
Construct Community Building	6,920	70 - 85 <sup>i</sup>	484,400 -	588,200
Renovate Northeast Silo			141,800 -	187,300
ROADWAYS			36,000 -	42,000
PARKING <sup>j</sup>			43,700 -	87,400
LANDSCAPING			70,000 -	109,000
FEES @ 14%			111,400 -	114,900
CONTINGENCY <sup>k</sup> @ 10%			106,900 -	139,500
TOTAL PHASE 4 <sup>l</sup>			\$ 1,014,300 -	1,319,700
<u>PHASE 5</u>				
BUILDINGS				
Construct Public Safety Building	9,815	70 - 85	687,100 -	834,300
ROADWAYS				
Construct			42,000 -	49,000
Remove (part of old access to parks and recreation building)			3,300 -	3,600
PARKING			61,500 -	116,000
LANDSCAPING			37,500 -	52,500
FEES @ 14%			116,400 -	148,200
CONTINGENCY @ 10%			94,700 -	120,600
TOTAL PHASE 5			\$ 1,042,500 -	1,324,200
<u>TOTAL, FIRST 5 PHASES</u>			\$ 5,325,900 -	6,745,300

Notes to phases 4 and 5:

<sup>i</sup> Costs may be less, as noted in the text. Applying a range of \$50 to \$65 per sq.ft. results in a construction cost estimate of \$346,000 to \$449,800, or a total phase 4 cost estimate of \$840,900 to \$1,146,200.

<sup>j</sup> Includes adding to city hall parking to meet 1990 staff projections as well as providing for community building parking.

<sup>k</sup> A 20% allowance is used for the renovation costs, and 10% is used for the other costs.

<sup>l</sup> The total for phase 4 becomes \$834,900 to \$1,134,400 if construction costs for the community building are reduced. See note "h."

EXHIBIT 3-6 (cont'd)  
 COST ESTIMATES BY PHASE  
 RANCHO PALOS VERDES CIVIC CENTER

	Sq.Ft.	\$/Sq.Ft.	Budget (1980 Dollars)	
<u>PHASE 6: SHOWING POSSIBILITY OF EXTENDED MAINTENANCE FACILITIES</u>				
BUILDINGS				
Construct Extended Maintenance	4,000	30 - 40	120,000 -	160,000
LANDSCAPING				
			27,500 -	44,000
FEES @ 14%				
			20,700 -	28,600
CONTINGENCY @ 10%				
			<u>16,800 -</u>	<u>23,200</u>
		TOTAL PHASE 6	\$ 185,000 -	255,800

IMPLICATION OF USING SYSTEM FURNITURE  
ON CONSTRUCTION COST OF CITY HALL

There is some dispute as to the true cost difference for designing space to accommodate system furniture as opposed to traditional work stations. In the following paragraphs we discuss some of the main factors. Note that there are several areas of cost affecting the tradeoff between the two approaches:

	<u>GENERAL ARGUED DIFFERENCE</u>	
	<u>Conventional</u>	<u>System</u>
Construction Alone	Higher	Lower
Relocation Costs	Higher	Lower
Furnishings Costs	Lower	Higher
Maintenance/Upkeep	Varies	Varies

In this discussion we consider only the first two of these; the costs of furniture are discussed briefly at the end of this section.

Use of system furniture can save some construction costs and may add to others. The basic savings are in the areas of (a) dry wall partitioning for enclosed offices, (b) square footage reductions overall, (c) simpler duct work for ventilating systems due to fewer enclosed offices, (d) fewer light fixtures if a task-oriented lighting system is built in to the system furniture, and (e) some potential savings for electrical systems if electrified panels are used.<sup>12</sup> Conversely, there can be higher costs associated with laying<sup>13</sup> electrical service lines to assure they occur in the right places, and with installing telephone lines.

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<sup>12</sup> The term "wire management" is sometimes used to mean that panels have tracks in which wires can be laid. Some systems have "electrified" panels which are prewired, and these are generally very expensive.

<sup>13</sup> This depends, too, on whether electrical and telephone service is brought from overhead on "power poles" or from below through floor-based systems. The latter is more costly but much more attractive.

There are many uncertainties which affect the actual cost differences. First, a partition of 5/8-inch dry wall on steel studs can cost about \$3 per sq.ft. of wall surface, or \$24 per running foot for an 8-foot high wall. These costs are saved for each office which is converted to a system, for the interior partition. In the case of Rancho Palos Verdes, however, there are only 11 offices which are exchanged for systems, and assuming two sides saved from each, we have a savings of about 250 to 300 linear feet of wall or \$6,000 to \$7,200 of construction. Insulated wall would save more. If these offices were placed in building corners and next to other enclosed areas, however, the savings could be much less.

The savings from fewer walls are reflected only in the number of enclosed offices. For open stations, the savings are reflected in less floor space needed. Based on our 1990 full-service city hall program, adjusted according to council directives, a space savings of only 1,007 gross sq.ft. is estimated, or at the unit cost figures presented earlier (including fees and contingency) a dollar savings of from \$88,000 to \$100,000 of construction.

Other cost effects are more uncertain. The offices exchanged for systems are very few in number and duct work savings--which can be \$2.00 to \$2.50 per linear foot of eliminated 8-foot or 12-foot duct--may be negligible. Electric systems have been very costly for systems furniture, so an expected decrease per foot for conventional furniture (in offices) might have been expected. Now, however, there appear to be new products which simplify electric and telephone access in system (or traditional open) areas. One of these is flat, undercarpet electric and telephone cable,<sup>14</sup> which two systems manufacturers<sup>15</sup> recommended to us as an alternative to consider. Costs would be somewhat less for the furniture if electrified panels can be replaced by nonwired types.<sup>16</sup> There are

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<sup>14</sup> Article 238 of the National Electric Code requires carpet tiles for areas served by flat AC power wiring.

<sup>15</sup> Knoll and Herman Miller.

<sup>16</sup> There are too few installations to be sure of costs to be incurred with flat cable wiring systems. Initial experience indicates reduced installation costs. At present electrical codes generally require each project to be approved individually, and the life expectancy and wear characteristics of flat cable systems are not yet proven. The medium does appear promising, however.

other approaches, too; one is the use of raised flooring (similar to the raised computer floors) which stands to a height of as little as three to four inches above the main deck. Integrated panels and carpet tiles lift off exposing the underfloor wiring network. Cost is more for raised flooring,<sup>17</sup> but payback is rapid if furniture is moved around much. Underfloor ducts can also be used, and these are typically more expensive than a fixed location electric plan or some other systems (such as power poles that come down from the ceiling). A close grid duct system (say two feet on center) can add \$1 per sq.ft. or more to the total building cost.

It is at the time of relocation and spatial reorganization that systems furniture begins to show dividends for the high initial investment in furniture. The cost to relocate a dry wall partition equals the cost of removing, rebuilding, and refinishing. Carpet probably would have to be replaced, and even some demountable partition systems are not inexpensive to relocate. Air conditioning is subject to problems with zones, and lighting will likely require movement as well. Some attention initially to grid networks (for lighting, sprinklers, HVAC, etc.) can reduce these relocation costs but not eliminate them.

It should be noted, however, that the notion of simple relocation of system furniture is something of a myth. Electrical service may be quite difficult to relocate if poles, underfloor, or other approaches are not built in initially, and each approach has some design problem or higher cost associated with it. Lighting, too, should be planned for relocation if a ceiling based lighting system is used. Most importantly, a layout of furniture systems should always be undertaken with the assistance of an interior designer or space planner familiar with the building's systems. Efficient space use and maximization of the systems' advantages (furniture systems and building systems) will then more likely be achieved.

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<sup>17</sup> See "Floor System Comparison," Building Design and Construction, June 1978, p. 66.

## FURNITURE COSTS FOR CITY HALL

It is understood that the city may choose to reuse its existing furniture either in part or in total; we believe, however, that the decision will involve some new purchases and might result in all new furnishings. We suspect that once the city hall construction is under way, it will become apparent that much of the existing furniture is inappropriate. Moreover, it will be necessary for the city to direct the architect with respect to an "open plan" with systems furniture versus a conventional, fixed partition, and traditional furniture or "closed" plan. Thus it is necessary that cost implications of this decision be known in advance.

We have developed detailed furniture cost estimates for city hall and presented this information and background details in a separate submission. Recommendations are made there for the city to develop a furniture management plan no matter what decision is made regarding specific purchases. For purposes of completeness as to this master plan document, Exhibit 3-7 presents a summary of the furniture cost estimates.

EXHIBIT 3-7

SUMMARY OF FURNITURE COST ESTIMATES  
RANCHO PALOS VERDES CITY HALL

1 9 8 0 D O L L A R S

COMPONENT	CONVENTIONAL		SYSTEM ALTERNATIVE	
	<u>List Costs<sup>a</sup></u>	<u>Expected Discount Costs<sup>b</sup></u>	<u>List Costs<sup>a</sup></u>	<u>Expected Discount Costs<sup>b</sup></u>
Workstations (1990 Full Service Projection)	\$170,933	\$119,650 - \$ 85,500	\$364,052	\$254,836 - \$182,026
Unit Equipment <sup>c</sup> (Present Need)	31,559	22,100 - 15,800	31,559	22,100 - 15,800
Conference/Meeting/ Lunch Room Areas <sup>c</sup>	27,794	19,450 - 13,900	27,794	19,450 - 13,900
Lobby Seating <sup>c</sup>	4,784	3,350 - 2,400	4,784	3,350 - 2,400
Public Counters, Lobby Information Desk <sup>d</sup>	N/A	N/A	N/A	N/A
Mill Work, Cabinets, Work Counters, Built-In Shelving, etc. <sup>d</sup>	N/A	N/A	N/A	N/A
Other Equipment (screens, projectors, etc.)	N/A	N/A	N/A	N/A
<b>TOTAL</b>	<b>\$235,070</b>	<b>\$164,550 - \$117,600</b>	<b>\$428,189</b>	<b>\$299,736 - \$214,126</b>

<sup>a</sup> These costs are the total manufacturers' list costs for each component.

<sup>b</sup> These costs represent a 30 - 50% discounting of the total manufacturers' list costs.

<sup>c</sup> Costs for these components remain the same whether the conventional or the system alternative is chosen.

<sup>d</sup> These components cannot reasonably be costed prior to design.

NOTE: Detailed information as to unit costs and specific vendors has been submitted to the city in a separate document.

PROGRAM

## SECTION 4

### ARCHITECTURAL PROGRAM

#### INTRODUCTION

This section contains the architectural program data for the building elements of the civic center and their components. A listing of these components appears in Exhibit 4-1.

As noted in the earlier section on site requirements, there are essential relationships between these elements, and the building program provides for accommodating certain needs in existing facilities, all in a phased manner. In this overview we summarize the space requirements; details of programmatic needs are presented subsequently for each building element.

#### EXHIBIT 4-1

##### SUMMARY LIST OF CIVIC CENTER BUILDING ELEMENTS AND THEIR COMPONENTS

###### CITY HALL

Council Office

Office of the City Manager

Administration

Community Relations

Administrative Services

Administration and General Support

Support Areas

Finance/Accounting

City Clerk

Purchasing

Information Processing

Community Services

Administration and Support

Reception and Lobby

Environmental Services

Administration

Planning

Code Enforcement

Building and Safety

(continued)

EXHIBIT 4-1 (cont'd)

Summary List of Civic Center Building Elements  
and their Components

CITY HALL (cont'd)

Parks and Recreation

Administration and Park Design  
Recreation Office Area  
Graphics<sup>a</sup>

Public Safety: Fire Services

Fire Prevention

Public Works (Office-Based)

Administration and Support  
Engineering/Checking

Public Works (Maintenance)

Civic Center Maintenance<sup>a</sup>

Shared Use Areas

Employee Lunch Room  
Remote Storage<sup>a</sup>

COUNCIL CHAMBERS

PARKS AND RECREATION BUILDING

Recreation Equipment

PUBLIC SAFETY BUILDING

Public Safety: Law Enforcement

Administration  
Support Services  
Records/Communications  
Investigations  
Patrol

PUBLIC WORKS MAINTENANCE FACILITIES

Employee Support  
General Maintenance  
Park Land Maintenance

<sup>a</sup> These three components are to be included in the southwest missile silo if feasible, except for one room in Civic Center Maintenance which will be used by groundskeepers.

## SPACE REQUIREMENTS SUMMARY

Exhibit 4-2 summarizes the space requirements for the five elements listed above. There are two columns shown for the space requirements, one based on the use of conventional furniture and one based on the use of a mixture of systems furniture and conventional furniture. Definitions of these concepts appear with the discussion of space standards presented in Section 5 of this report. Since there is no systems furniture application in the council chambers or in the maintenance related functions (parks and recreation equipment and public works maintenance), the two columns are shown to be identical in these cases.

EXHIBIT 4-2  
SUMMARY OF RANCHO PALOS VERDES  
CIVIC CENTER BUILDING SPACE REQUIREMENTS

	<u>Conventional Furniture</u>	<u>Mixed Systems and Conventional Furniture</u>
<b>CITY HALL</b>		
Council Offices	479	479
City Manager		
Administration	2,041	2,006
Community Relations	342	285
Administrative Services	3,198	3,072
Community Services	1,773	1,750
Environmental Services	3,634	3,403
Parks and Recreation (Office-Based)	2,508	2,383
Public Safety (Fire Prevention)	386	348
Public Works		
Office-Based	1,939	1,807
Civic Center Maintenance	752	752
Shared Use Areas	1,596	1,596
Program Net	<u>18,648</u> net sq.ft.	<u>17,881</u> net sq.ft.
80% Efficiency	23,310	22,351
Total, with 5% Mechanical	24,476 gross sq.ft.	23,469 gross sq.ft.
<b>COUNCIL CHAMBERS</b>		
Program Net	5,280 net sq.ft.	5,280 net sq.ft.
95% Efficiency	5,558	5,558
Total, with 5% Mechanical	5,836 gross sq.ft.	5,836 gross sq.ft.
<b>RECREATION EQUIPMENT STORAGE AND MAINTENANCE</b>		
Program Net	3,146 net sq.ft.	3,146 net sq.ft.
90% Efficiency, with Mechanical	3,496 gross sq.ft.	3,496 gross sq.ft.
<b>PUBLIC SAFETY BUILDING</b>		
Law Enforcement, Program Net	7,478 net sq.ft.	7,307 net sq.ft.
80% Efficiency	9,348	9,134
Total, with 5% Mechanical	9,815 gross sq.ft.	9,591 gross sq.ft.
<b>PUBLIC WORKS MAINTENANCE FACILITIES</b>		
General Maintenance	1,300	1,300
Parkland Maintenance	<u>2,500</u>	<u>2,500</u>
Program Net	3,800 net sq.ft.	3,800 net sq.ft.
90% Efficiency, with Mechanical	4,222 gross sq.ft.	4,222 gross sq.ft.

HOW TO INTERPRET THE FUNCTION PROFILE,  
DESIGN CRITERIA, AND  
ARCHITECTURAL PROGRAM

FUNCTION PROFILE

Definition and Rationale

1. Definition. The first entry in the Function Profile is a definition of the department or activity group described in the package. In this section, the overall purpose and characteristic activities of the department are identified, along with any particular or unique functional requirements that should be considered in planning or design.

2. Rationale of Space Allocations. This section isolates specific functions or personnel and explains, largely for the client, why certain assignments have been made and how they can be justified in terms of the functional requirements involved. It does not necessarily list all functions in the department, but only those which might require elaboration.

Rancho Palos Verdes Civic Center  
Function Profile

Definition of Services

1

Rationale of Space Allocations

2

PRIMA

## Design Criteria

Design criteria are the established guidelines within which the designer must work in considering the needs of each department. Five kinds of criteria are presented in the function profiles: adjacencies, proximities, controls, special equipment, and environmental requirements.

3. Adjacencies. The first aspect of design criteria to be covered is the question of internal relationships within a department. This includes movement and communication patterns which must be considered in space planning for the effective and efficient performance of the department's activities.

4. Proximities. The second kind of design criteria compares the department with all of the other departments of the city, and looks at the set of relationships between them. The factors presented here assure that departments which need to be close to each other will be so located, and help to determine the overall effectiveness of the building.

### Design Criteria

Adjacencies (within a department)

3

Proximities (between departments)

4

PRIMA

5. Controls. The third kind of design criteria concerns the measures which should be taken in order to establish, for example, zones of public and staff access, or clear separation between incompatible activity areas.

6. Special Equipment. This entry lists all unusual equipment requirements, so that the spaces may be designed with proper dimensional and utility accommodations.

7. Environmental Requirements. The last kind of design criteria presented involves the special requirements of each department for environmental controls such as special acoustical, thermal, lighting, or ventilation needs.

Controls

5

Special Equipment

6

Environmental Requirements

7

PRIMA

ARCHITECTURAL PROGRAM

Finally, data sheets present a complete listing of all space needs of the department. The major categories on the data sheets are:

Rancho Palos Verdes Civic Center  
Architectural Program

1990 Full Service City  
Net Space Requirements

Item Description	Standard (sqft)			1990 Requirement	
	Item Allowance	Access	Total	Staff	Conv. Office
<b>8</b>				<b>9</b>	<b>10</b>

8. Item Description. The first column on the data sheets lists all personnel (by functional title), equipment, or other functions which require space. The items are identified by category and placed on the list according to their organizational relationships, although the actual number of items involved is not indicated.

9. Standard. The next three columns refer to the allocation of space, in net square feet, assigned to each employee or item of equipment as listed in the item description. Each standard includes an allowance for the required equipment and an allowance for access to that equipment such as, for example, the amount of space necessary for opening a file drawer.

10. Projections. The last three columns show the space requirements for each entry in the item description list based on needs in 1990, and showing the following information:

- the "STAFF" column contains the number of people in each employee category listed under item description;
- the "CONV" column takes the space standard for conventional office plans, multiplies it by the number of items to be provided for, and shows the net space required for a conventional office plan.

**NOTES:** This table is used to show items required by a single person. A "1" is used to indicate all items standard. Item symbols include "one-person" = circular workstation = reference = side chair; "two" = drafting workstation; "two" = private office; "two" = "two" = system furniture enclosures designed respectively for use as clerical or executive professional stations, not as office stations (with office desk seating, or use as drafting stations).  
**STAFFING:** See "STAFFING" section for details. Classification is based on a person (1) at the location of the staff's listing of their requirements. All figures are net square feet.  
**STANDARD:** This column includes the number of personnel to whom the indicated workstation are assigned. Numbers in parentheses indicate part-time employees.  
**CONVENTIONAL AND MODERN CONVENTIONAL OFFICE:** These columns distinguish between conventional office and modern standards and standards used for open landscape office furniture on lower partitions may be used where work performs at storage units.

PRIMA

- the "MIXED--CONV & SYS" column takes the space standards for a combination of (a) conventional offices and furniture and (b) those for open office landscape furniture systems, multiplies them by the number of items to be provided for, and shows the net space required for a mixed conventional and open office plan.

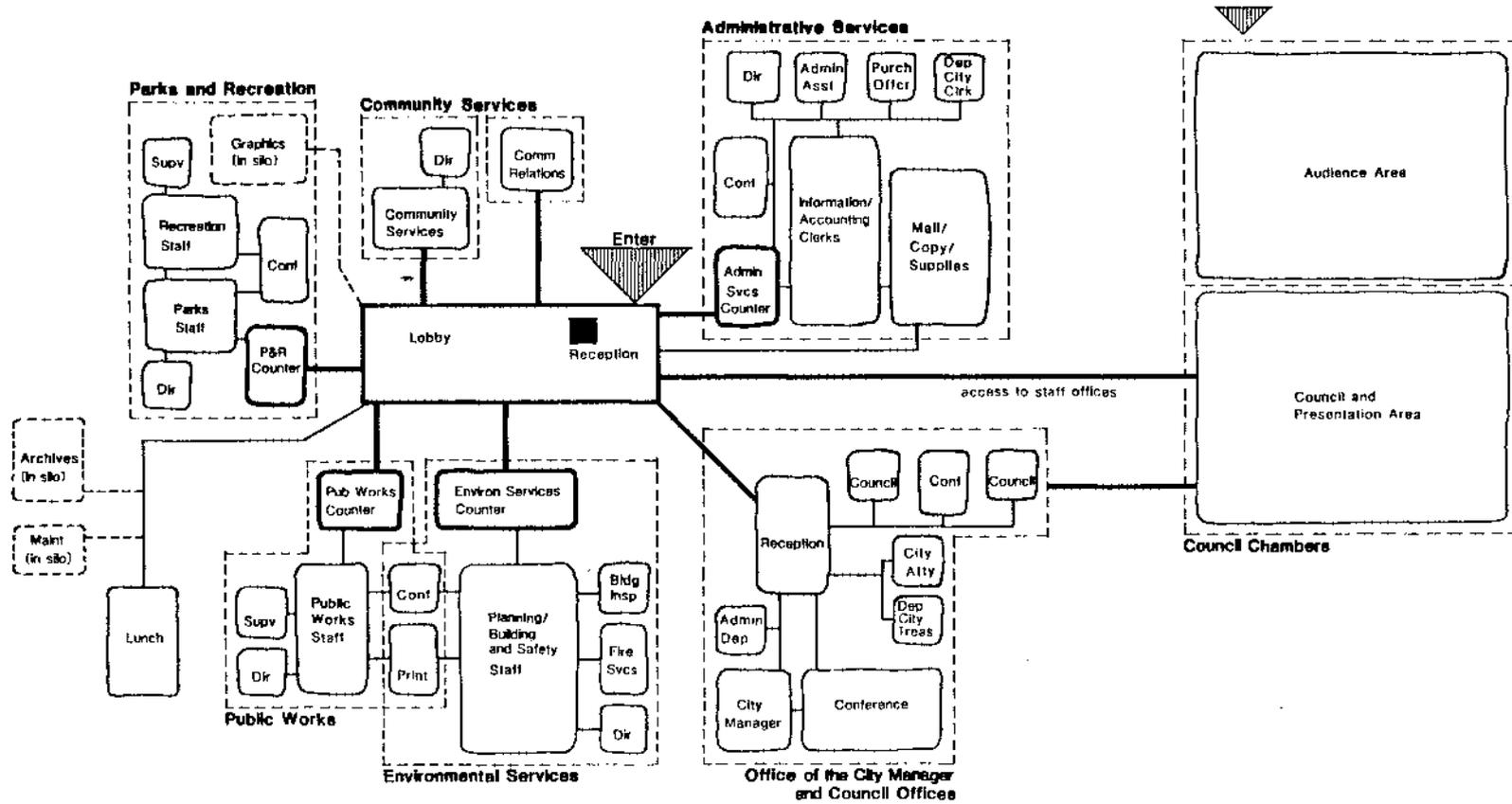


CITY HALL  
PROGRAM DETAILS

FUNCTIONAL RELATIONSHIPS SUMMARY

The overall proximity relationships, expressed in detail in subsequent discussions, are defined in Exhibit 4-3.

EXHIBIT 4-3  
 SUMMARY PROXIMITY RELATIONSHIP DIAGRAM  
 FOR CITY HALL



## ARCHITECTURAL PROGRAM

The following are the function profiles and detailed data sheets for the city hall. The order of presentation is as follows:

City Council Offices

Office of the City Manager

Administration

Community Relations

Administrative Services

Community Services

Environmental Services

Parks and Recreation

Office-Based

Public Safety: Fire Services

Fire Prevention

Public Works

Office-Based

Civic Center Maintenance

Shared Areas

Employee Lunch Room

Remote Storage

# Rancho Palos Verdes Civic Center Function Profile

CITY COUNCIL  
-Council Office

## Definition of Services

The City Council requires space in the city hall to meet with staff and visitors, to hold work sessions with staff, to maintain minimal files and perform limited desk work, and to have convenient access to the city administration, primarily the city manager, who acts as the liaison between council and city staff.

## Rationale of Space Allocations

Two offices and an informal conference room are programmed. Each office must contain a desk for shared use, two visitor chairs at each desk, a file or credenza, and a small 2-shelf bookcase.

The third room should be designed as an informal conference area with lounge-type seating for 6-7 persons around a low table. It should be easily accessible from the offices.

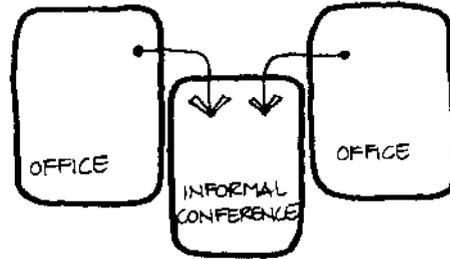
It is intended that the council utilize the large conference room programmed with the Office of the City Manager for work sessions, and that the informal conference area above be shared by the Office of the City Manager.

# Design Criteria

CITY COUNCIL  
-Council Office (cont'd)

## Adjacencies (within a department)

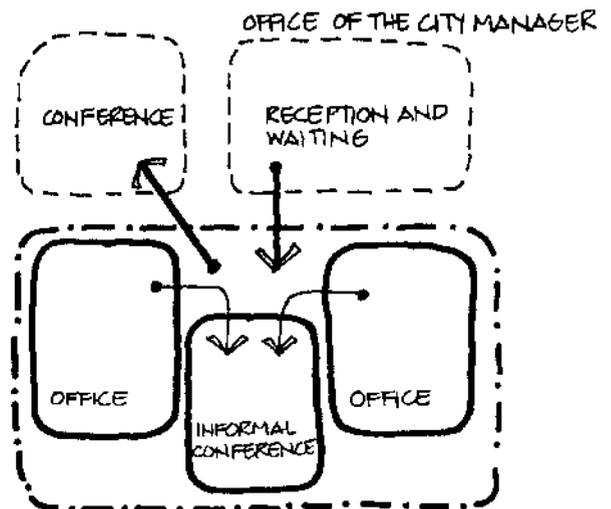
The office must be immediately adjacent to the informal conference area.



## Proximities (between departments)

The council office area shares reception and waiting with the Office of the City Manager, and should be directly adjacent to that department.

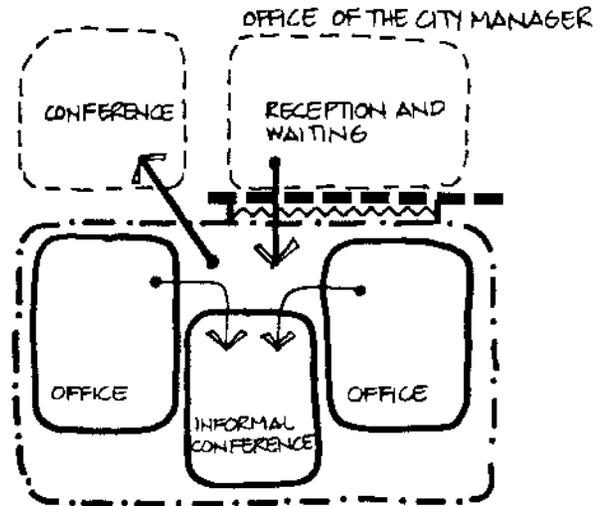
The council also shares the large conference room with the Office of the City Manager, and should be convenient to it.



## Controls

The informal conference room should be visually and acoustically separate from adjacent public areas.

All council areas should be out of direct sight of the reception area (programmed with the Office of the City Manager).



## Special Equipment

Blank area for Special Equipment details.

## Environmental Requirements

Acoustical isolation  
of all council spaces

Blank area for Environmental Requirements details.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

CITY COUNCIL  
-Council Office (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>COUNCIL OFFICE</u>						
Office	2 @	120	-	120	240	240
Informal Conference		180	-	180	180	180
<p>COMMENT: Office must contain a desk, a file or credenza, and 2 side chairs. The informal conference is to be equipped for lounge seating for 6 or 7 persons. The design should be such that the two offices are opposite one another with the informal conference room in between. Easy access to the city manager and large conference room is also necessary. The informal conference should be private, and should be out of direct sight from the reception area--programmed with the city manager--which must also serve the council.</p>						
Total, COUNCIL OFFICE					420	420
Circulation and Layout @ 14%					59	59
TOTAL NET SQ.FT.					479	479

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

Conventional and Mixed Conventional and System: These columns distinguish between conventional office and furniture standards and standards used for open landscape system furniture on whose partitions may be hung various work surfaces or storage units.

# Rancho Palos Verdes Civic Center Function Profile

OFFICE OF THE CITY MANAGER

## Definition of Services

The Office of the City Manager provides management and administrative direction for all city staff and operations. The city manager acts as city council liaison in policy and budgetary matters and is the officially designated city clerk and treasurer. The city manager is entrusted with the enforcement of all laws and ordinances in conjunction with the sheriff's department. Some administrative studies and purchasing are also completed by department staff.

## Rationale of Space Allocations

### Administration

The city manager requires a private office due to the confidential nature of work and the need for private conversations with staff, council, and public. The office is sized to accommodate an executive workstation, two visitor chairs, and a conference or informal seating area for up to six persons. A secure file and coat closet is also required near to the office for the storage of personal records or materials. Direct access to the conference room programmed with this unit is essential and will reduce the need for extensive conference seating within the city manager's private office.

The administrative deputy has been allocated a private office due to the needs both for confidentiality and for isolation from noise. An office is assigned for city attorney use, even though we have assumed that legal services will, on the whole, remain contracted. This office would be used by a legal intern or attorney working with the contracted services, and should be designed with a table instead of a desk--for conference or meetings--with an additional desk surface and with book shelving on the back wall.

The administrative assistant (deputy treasurer) requires a private office due to the nature of work and the confidential matters handled by the position. The office is sized to contain an executive workstation (desk with credenza)

## Rationale of Space Allocations (continued)

and guest seating for two. Close proximity to the city manager is required as well as reasonable access to the Administrative Services Department work areas, due to the passage of bulky audit books each day for reconciliation.

The department secretary and clerk typist require open area workstations integral with the reception/waiting area. The secretary will act as receptionist for the city manager, treasurer, and mayor/council. An open reception workstation without a counter surface is recommended. The workstations should act as a control but not as a barrier to free access to city officials. Departmental equipment must be adjacent to the secretary and clerk but remain accessible to other department staff.

A conference room seating sixteen persons and with a presentation or display area is required to meet the city's large meeting/conference room requirements. The conference room will accommodate most staff meetings and work session council and committee or commission meetings.

Direct access should be available from the city manager's office to the conference room with convenient access from the council office. A service closet directly accessible from the conference room is also required. The closet should contain a sink, a counter with storage above and below, and sufficient above-counter electrical outlets.

### Community Relations

The function of the community relations officer involves frequent confidential meetings with one to two individuals. The officer requires either a private office or an office enclosure if sound and visual privacy can be achieved.

A storeroom has been provided for the storage of informational material and an emergency services radio. Both the office and storeroom are programmed slightly larger than present needs require in order to permit greater flexibility of use in the event a public safety building is constructed and the community relations space in city hall is vacated.

# Design Criteria

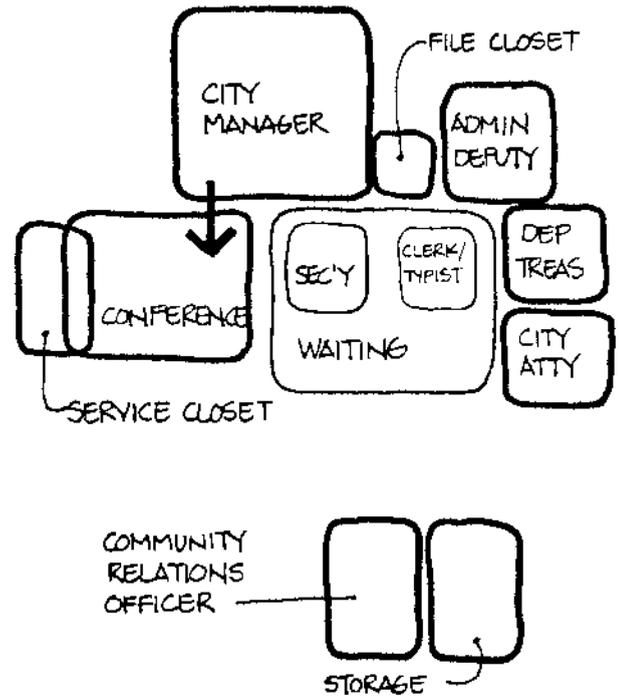
## Adjacencies (within a department)

The secretary serves as receptionist for the city manager, administrative deputy, deputy treasurer, city attorney, and mayor/council, and therefore must be immediately adjacent to each of these.

The city manager must have direct access to the conference room, and should be adjacent to the administrative deputy.

The administrative assistant (deputy treasurer) must have easy access to both the city manager and administrative deputy. However, the attorney office should be convenient but need not be specifically adjacent to any other area programmed here.

The community relations officer and storeroom should be adjacent to each other, but do not have strong adjacency requirements with any other function of the Office of the City Manager.

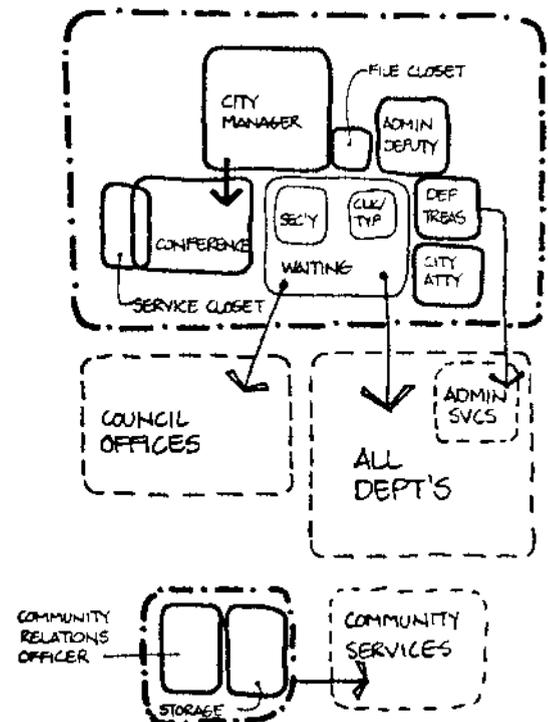


## Proximities (between departments)

The Office of the City Manager is in frequent contact with all other departments in the city, and should be conveniently accessible to all of them.

The council office area shares the reception/waiting area and the conference room, and should be directly adjacent to the city manager.

The community relations spaces must be adjacent to the community services department.

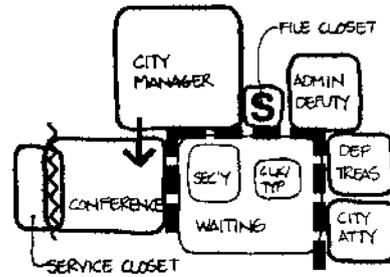


## Controls

The secretary and clerk typist serve as controls for all public seeking interaction with the city manager, administrative deputy, deputy treasurer, city attorney, and the council.

The city manager's office should be visually screened from the reception/waiting area.

The file and coat closet must be theft and fire secure.



## Special Equipment

### Conference Room:

- Audiovisual equipment
- Presentation boards

### Service Closet:

- Counter with sink and storage cabinets above and below

## Environmental Requirements

### Service Closet:

- Ventilation
- Acoustical controls
- Two dedicated electrical outlets above counter height

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

OFFICE OF THE CITY MANAGER (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>ADMINISTRATION</u>						
City Manager /PO	300	-	300	1	300	300
COMMENT: The city manager's office is sized for an executive desk and chair, credenza, two side chairs, 12 linear feet of book shelving, and added seating for six. The conference room programmed below must be directly accessible.						
Administrative Deputy /PO	180	-	180	1	180	180
COMMENT: Office must be adjacent to city manager.						
Administrative Assistant (Deputy City Treasurer) /PO	150	-	150	1	150	150
City Attorney /PO	180	-	180	(1)	180	180
COMMENT: Space is provided for part-time use by the city attorney even though this may remain a contracted service.						
Secretary /cws-ref /equipment (file, bookcase) (alt)//EN	40 - 56	40 - 29	80 20 85	1	100	85
COMMENT: Secretary acts as receptionist for city manager, deputy treasurer, and council areas. The EN85 standard is identical to an EN75, except that the front is open for reception; the 10 sq.ft. allows for added circulation.						
(continued)						

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

Conventional and Mixed Conventional and System: These columns distinguish between conventional office and furniture standards and standards used for open landscape system furniture on whose partitions may be hung various work surfaces or storage units.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

OFFICE OF THE CITY MANAGER (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Reception/Waiting Area (4-6 persons)	-	-	180		180	180
COMMENT: Reception/waiting area is to serve both the Office of the City Manager and the Mayor/Council.						
Clerk Typist /cws-ref	40	40	80	1	80	65
(alt)//EN	42	23	65			
File and Coat Closet (theft and fire secure)	-	-	60		60	60
COMMENT: The closet must be near city manager's office and secretary and be both fire and theft secure.						
Unit Equipment (allowance) (existing equipment, 4-drawer file, 5-drawer file, coat rack)	-	-	-		80	80
Conference Room (seats 16 persons, plus display area)	420	-	420		420	420
Service Closet	-	-	60		60	60
COMMENT: Direct access should be available from the city manager's office to the conference room with immediate access from the council office. A conference room this size will seat comfortably 16 persons and allow for a presentation area (standing and display equipment area). The service closet should be directly accessible from the conference room. It should contain a sink and counter with storage, and two dedicated electrical outlets above counter height.						
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

OFFICE OF THE CITY MANAGER (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Subtotal, ADMINISTRATION Circulation and Layout @ 14%				5+(1)	1,790	1,760
TOTAL NET SQ.FT., ADMINISTRATION					251	246
					2,041	2,006
<u>COMMUNITY RELATIONS</u>						
Community Relations Officer /PO (alt)//ENO	180 130	- -	180 130	1	180	130
COMMENT:	Office must be accessible to public visitors and should be separate from but near to administrative areas. Space may convert to other uses if public safety facilities are constructed in the future.					
Storeroom/Radio Room (secure)	120	-	120		120	120
COMMENT:	Room is to contain a storage cabinet for the community relations officer, a storage cabinet for the emergency services radio, and a table/chairs for radio use. Ample wall space is needed for maps, and connections for power and antenna are essential.					
Subtotal, COMMUNITY RELATIONS Circulation and Layout @ 14%				1	300	250
TOTAL NET SQ.FT., COMMUNITY RELATIONS					42	35
					342	285
TOTAL NET SQ.FT., OFFICE OF THE CITY MANAGER				6+(1)	2,383	2,291

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# Rancho Palos Verdes Civic Center Function Profile

## ADMINISTRATIVE SERVICES

### Definition of Services

The Administrative Services Department administers and maintains the fiscal system, assists in the preparation and adoption of the annual budget, and coordinates the annual fiscal audit. Additionally it administers the business license program and the collection of fees.

Administrative Services also performs city clerk responsibilities, provides purchasing and personnel services, and conducts general research projects for the city.

### Rationale of Space Allocations

#### Administration and General Support

The director requires a private office due to the confidential nature of work and the need for private conversation with staff and visitors. The office will accommodate two to four visitors and an executive workstation. A smaller office or office system enclosure has been programmed for the administrative assistant also due to the expected confidential nature of work and conversations with staff and visitors.

Secretarial, clerical, and intern positions have been programmed with conventional furnishings for an open work area or with system enclosures. In most instances the recommended workstation approximates the existing situation. Slightly larger workstations may have been programmed to account for present deficiencies and to gain greater utility.

A small conference room (6-person) has been programmed to accommodate visiting auditors, for personnel testing or training, and for project team use during special assignments. However, it should remain available and reasonably accessible for use by other departments.

## Rationale of Space Allocations (continued)

### Support Areas

A secure mail room has been included to house small mailing equipment and to store city mailing supplies. The room is sized to accommodate work tables, shelving, and storage cabinets.

Photocopy equipment and supplies have been placed in a single room to allow for special soundproofing and ventilation in order to dissipate the heat and fumes created by the equipment's operation and reduce the noise generated by the machinery and high number of users. An added security element is gained by separating a high user area, copy room, from a lower user area such as the mail and supply rooms. We have provided space for bulk paper storage on pallets (to facilitate floor maintenance) and recommend its being located next to the copy machine to prevent an operator either from having to carry paper in quantity (heavy and potentially physically harmful) or ream by ream (inefficient and irritating) from a more distant storage room. The paper storage area is sized for 40 cartons since this is an appropriate amount both for city rate of consumption and for price breaks.

A storage/supply room is required to centralize storage and control of the city's stationery and office supplies. The room is sized to contain open shelving units and storage cabinets.

Provided the recommended controls are met, we suggest the mail, supply, and copy rooms be designed as an integrated space.

A fire and theft secure remote storage room has been included for the retention of critical city records (see "shared-use areas"). Record retention ranges from five to seven years, necessitating small increases in size over the projection period.

### Finance/Accounting

The accountants require larger workstations or enclosures due to the volume of work and need for reference materials storage. A lack of sufficient work surface was indicated by staff members. The system enclosure may go further than a conventional workstation in alleviating this problem by providing additional shelving and storage equipment. Note that a work counter has been programmed for use primarily by the accounting clerk. The accounting technician is mostly involved with ledgers, while the accounting clerk must deal with many individual pieces of paper (bills, purchase orders, etc.) in the course of a particular task and needs additional work surface.

A two-station public counter as well as waiting area are included with this unit because of business licensing and cashier type activities.

A fire and theft secure room (4-hour fire-rated wall) has been programmed to hold certain files and the safe. This room must be immediately accessible by the accounting staff. We recommend against a traditional "vault" as being unnecessary. Sufficient protection is available at considerably less cost.

## Rationale of Space Allocations (continued)

### City Clerk

The deputy city clerk requires a private office to achieve the desired level of privacy required for work and conversation. The assistant clerk requires a conventional workstation or enclosed workstation. In both instances, the enclosure will provide additional equipment such as shelving or storage units.

Unit equipment used by these positions but also shared by other Administrative Services staff is programmed separately in order to maintain its shared use status. Any unit equipment requiring special security measures is to be placed in the accounting file room. However, the unit equipment must remain immediately accessible by the deputy clerk and assistant clerk.

### Purchasing

A full-time purchasing officer will require a private office to meet vendors and from which to make telephone calls. The space allocation also includes allowance for vendor catalogs which are programmed outside the office for accessibility by others who may need them, but regularly referenced catalogs should be kept in the purchasing officer's office. A private office is also provided for an administrative assistant, due to the nature of work requirements if full service.

### Information Processing

The existing clerk typist and work experience positions have been retitled as "information clerks." These clerks are expected to be involved in information processing activities such as microfilming, word processing, and reproduction. In-house computer input or data entry may also be a responsibility of the clerks. The information clerks require a workstation that will accommodate the specialized equipment. System furniture may go further in satisfying that need because manufacturers have workstations and equipment specifically designed for such information processing tasks.

# Design Criteria

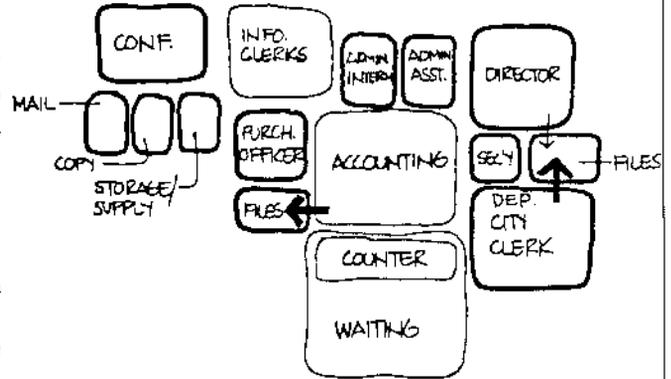
## Adjacencies (within a department)

Accessibility to the public counter from all staff areas is preferred, although the strongest access requirement is that of the accounting staff.

There is an immediate adjacency requirement between accounting and the accounting file room, and also between the city clerk and the accounting file room where some city clerk files requiring added security will be placed. The clerk's own file area must also be accessible to the administrative services director.

The administrative assistant, intern, and secretary must be near to the director, and the vendors coming to the public counter must be able easily to get to the purchasing officer.

Support areas, including mail room, copy room, and supply room, should be accessible from all staff areas.



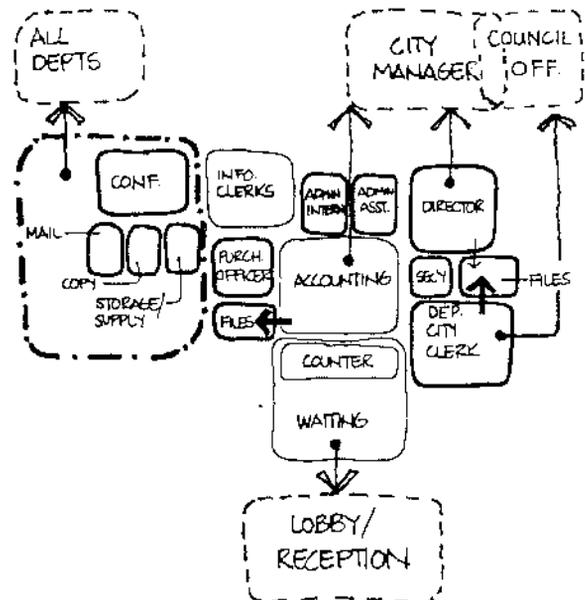
## Proximities (between departments)

The conference room, mail room, supply room, and copy room are to be shared with all other departments, and should be easily accessible from them.

The administrative services director and the accounting staff require frequent interaction with the Office of the City Manager, and should be convenient to that department.

The waiting area for public should be clearly visible and easily accessible from the lobby-reception area.

The deputy city clerk must have convenient access to city manager and, particularly, to council office areas.



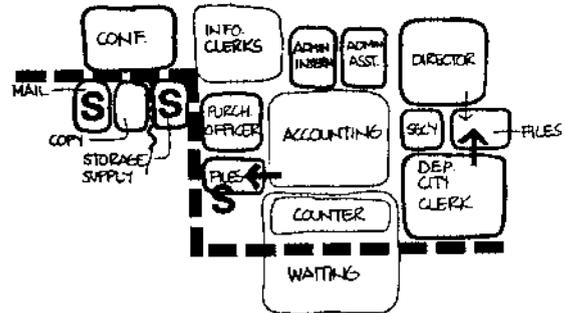
## Controls

The counter must be a clearly legible barrier between the public area and the staff work areas, although it should not be overly formidable.

The file room for the finance/accounting office must have controlled access, and must be fire and theft secure (4-hour fire-rated walls).

Both the mail room and the copy room contain noise-generating activities and equipment, and therefore should be controlled for acoustical separation between them and the other activity areas of the department.

The supply room should be theft secure, and capable of visual monitoring by staff.



## Special Equipment

- Mail Room:
  - Automated postage machine
- Copy Room:
  - Photocopier
  - Small microfilm equipment
- Information Processing:
  - Word processing equipment
  - Computer input terminals
- Accounting File Room:
  - Safe
- Public Counter:
  - Cash register

## Environmental Requirements

- Copy Room:
  - Acoustical controls
  - Ventilation
- Mail Room:
  - Acoustical controls
- Information Processing:
  - Acoustical controls

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ADMINISTRATIVE SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>ADMINISTRATION AND GENERAL SUPPORT</u>						
Director				1	180	180
/PO	180	-	180			
COMMENT: Waiting area is programmed with Finance/Accounting counter area. If design requires, portions may be allocated to area near director's office.						
Administrative Assistant				1	150	130
/PO	150	-	150			
(alt)//ENO	130	-	130			
Secretary				1	80	75
/cws-ref	40	40	80			
(alt)//EN	53	22	75			
Administrative Intern				1	75	75
/cws-sch	42	33	75			
(alt)//EN	53	23	75			
Clerk-Typist				1	60	45
/cws	29	31	60			
(alt)//EN	25	20	45			
Conference Room (6-person)	240	-	240		240	240
COMMENT: Conference room must be accessible to all city departments. The table should be divisible into 4 parts so that the room can be used for training, and the room is sized accordingly.						
Subtotal, ADMINISTRATION AND GENERAL SUPPORT				5	785	745
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ADMINISTRATIVE SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>SUPPORT AREAS</u>						
COMMENT: The following 3 rooms must relate conveniently to one another.						
Mail Room (secure)	120	-	120		120	120
COMMENT: Acoustic treatment is required. There are system alternatives for mail services, but we have programmed traditional fixed partitions to stress sound attenuation needs and our suggested security needs. Systems allow for space reduction and flexibility, however. Room is <u>not</u> sized for large automatic mailer and stuffing equipment. Room must have easy access to the copy room.						
Copy Room	300	-	300		300	300
COMMENT: Acoustic treatment is required. Space standard allows for some storage space, work table, and collating area. Space for 40 paper cartons on pallets, bulk toner and parts supplies, and large collating tables is needed. Small microfilm equipment can be placed in this space in lieu of the larger work table.						
Supply Room (stationery, small office equipment, bulk supplies)	180	-	180		180	180
COMMENT: Room must be accessible to city staff but location must allow for visual monitoring by Administrative Services staff. Room must be secured. Easy access to the mail and copy rooms is essential.						
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ADMINISTRATIVE SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Remote Storage (existing equipment: 8 files, 6 large shelving units)					(380)	(380)
COMMENT: Remote storage needs are increased at a rate of 100 sq.ft. per each 5 years to 1990 and held fixed thereafter. Remote storage requirements are accumulated for all units on a separate "Shared Use" data sheet.						
Subtotal, SUPPORT AREAS				0	600	600
<u>FINANCE/ACCOUNTING</u>						
Accounting Technician /cws-ref-sch (alt)//EN	56 73	44 27	100 100	1	100	100
Accounting Clerk /cws-sch (alt)//EN	40 53	40 22	80 75	1	80	75
Work Counter/Large Back-table	-	-	60		60	60
COMMENT: The work counter is for use by the accounting clerk and should be integrated with his/her workstation. The position requires handling large amounts of paperwork.						
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ADMINISTRATIVE SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Public Counter Area (2 sta @ 60)	-	-	120		120	120
COMMENT: A two-station counter allowance allows for 9 feet of counter surface. One station will be used as a cashier counter and must be powered for a register; no glass teller's cage should be considered, however. Counter/reception area should be designed to control access but not create formidable barriers between public and staff. It must be accessible by all department staff, but the primary counter respondent is the accounting clerk, above. Some visual screening of most work areas should be behind the counter. Some counter space may be seating height.						
Waiting Area (allowance)	-	-	120		120	120
COMMENT: This waiting area allowance is to be used for standing area near the public counter; portions may be allocated to provide guest seating for the director's office.						
File Room (theft and fire secure) (existing equipment: 7 files, safe)	-	-	180		180	180
COMMENT: File room must be fire and theft secure and accessible by Finance/Accounting staff. The deputy city clerk, below, also will use it for security needs.						
Subtotal, FINANCE/ACCOUNTING				2	660	655
(continued)						

READING THIS DATA SHEET

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

Conventional and Mixed Conventional and System: These columns distinguish between conventional office and furniture standards and standards used for open landscape system furniture on whose partitions may be hung various work surfaces or storage units.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ADMINISTRATIVE SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>CITY CLERK</u>						
Deputy City Clerk /PO	150	-	150	1	150	150
COMMENT:	Unit equipment has been programmed separately to reflect its shared use with other Administrative Services staff. Some secure files are needed, and may be included with the equipment; still, access to the secure file room (above) is necessary.					
Assistant Clerk /cws-ref	40	40	80	1	80	65
(alt)//EN	42	23	65			
Unit Equipment (allowance) (existing equipment: 5 files)	-	-	80		80	80
COMMENT:	Equipment must be directly accessible to deputy city clerk and available for use by other Administrative Services staff.					
Subtotal, CITY CLERK				2	310	295
<u>PURCHASING</u>						
Purchasing Officer /PO	150	-	150	1	150	130
(alt)//ENO	130	-	130			
Stock Clerk (part-time)				(1)		
Unit Equipment (allowance)	-	-	-		40	40
Subtotal, PURCHASING				1+(1)	190	170
(continued)						

READING THIS DATA SHEET

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ADMINISTRATIVE SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>INFORMATION PROCESSING</u>						
Information Clerks				2	160	130
/cws-ref	40	40	80			
(alt)//EN	42	23	65			
Unit Equipment (allowance)	-	-	80		100	100
COMMENT:	Space for equipment allows for word processing, mini-computer, and other information processing equipment. Information processing equipment--especially printers--are noise generating, and this unit must be enclosed to ensure adequate sound attenuation.					
Subtotal, INFORMATION PROCESSING				2	260	230
Total, ADMINISTRATIVE SERVICES				12+(1)	2,805	2,695
Circulation and Layout @ 14%					393	377
TOTAL NET SQ.FT.					3,198	3,072

READING THIS DATA SHEET

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

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# Rancho Palos Verdes Civic Center Function Profile

COMMUNITY SERVICES

## Definition of Services

Community Services provides public information resources. The department dispenses newsletters, press releases, fact sheets, and proclamations. It provides civic and human services to individuals and various community groups. The unit coordinates or monitors programs such as litter pickup, weed abatement, youth employment, emergency preparedness, and animal services.

## Rationale of Space Allocations

### Administration and Support

The director requires a private office or a system office enclosure if sound and visual privacy can be achieved through proper design. The room must seat two to four visitors and have direct public access due to the number of visitors or community groups meeting with the director.

Program technicians and interns require quiet and some isolation in order to complete writing and research tasks. In an open area, medium height partitions (either with conventional or system furniture) can best accomplish this by providing visual privacy and acoustically treated paneling to attenuate sound.

A clerical position has been programmed with conventional furnishings for an open work area or with a system enclosure. In this instance the recommended workstation approximates the existing situation.

A storeroom is required for the storage of public information materials. This room has been sized the same as a small office as a contingency factor.

## Rationale of Space Allocations (continued)

### Reception and Lobby

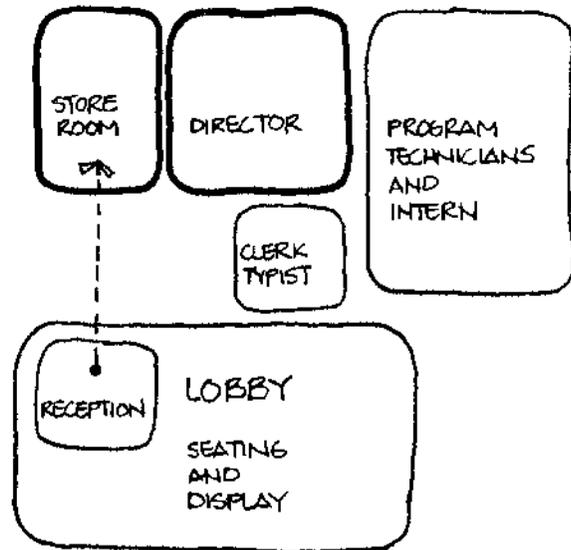
A receptionist is required in the main building lobby. This position will act as the primary information and reception point for the city hall and will receive and handle city mail. The receptionist's workstation includes a raised public counter as well as work surfaces at seating height for telephone switchboard equipment and typewriter. The additional work surface allows the receptionist to complete light typing and clerical tasks during slack periods. Storage area must be included in the workstation for some information materials.

Public display and seating areas have been programmed to allow for the design of a formal building lobby. Some adjustments may occur here depending on the desired level of spaciousness or formality.

# Design Criteria

## Adjacencies (within a department)

The director and all of the program staff must be easily accessible to visiting public, and thus immediately adjacent to the reception/lobby area.

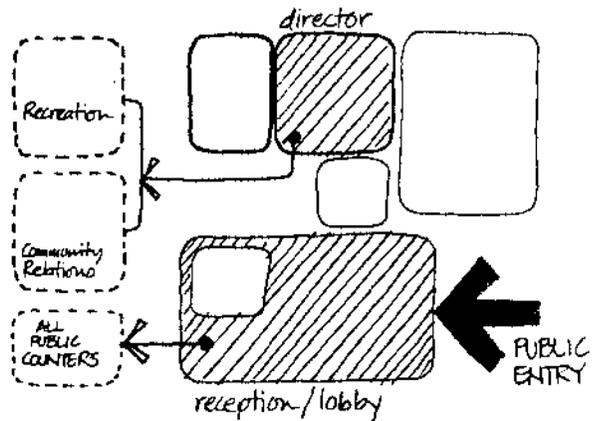


## Proximities (between departments)

The reception/lobby area should be the first point of entry for public entering the building, and should be conveniently located to all of the other public counters and waiting areas in the other departments.

The director has frequent occasion for interaction with parks and recreation and should therefore be conveniently located to it.

The community relations office spaces must be located adjacent to community services.

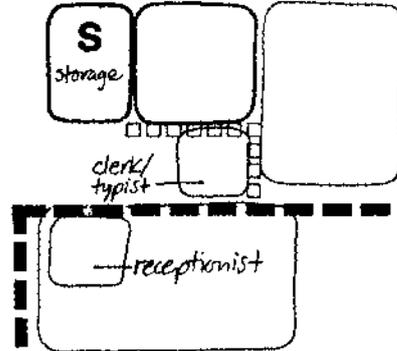


## Controls

The receptionist serves as initial control for all public access to the building, and is a center of information as well.

The receptionist station should allow for a moderate amount of acoustical privacy for switchboard operation and for typing so as not to be disruptive to surrounding work activities.

The clerk typist serves as an informal control of access by the public to the director and the community services program staff.



## Special Equipment

Reception/Public Counter:  
 Switchboard  
 Typewriter  
 Special storage requirements  
 (see program)

## Environmental Requirements

Receptionist Station:  
 Acoustical controls for  
 switchboard operation and  
 typing

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

COMMUNITY SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>ADMINISTRATION AND SUPPORT</u>						
Director				1	180	170
/PO	-	-	180			
(alt)//ENO	-	-	170			
COMMENT: The director requires access both to the Recreation Department area and to the Community Relations offices.						
Program Technician				2	200	200
/cws-ref-sch	56	44	100			
(alt)//EN	73	27	100			
Intern				1+(1)	160	150
/cws-ref	40	40	80			
(alt)//EN	53	22	75			
(alt)//EN	42	23	65			
COMMENT: The program technicians and interns require quiet and some isolation; therefore, some separation from the clerk-typist (below) is required. An enclosed and separate room is not desired, however, if it destroys the openness of the work areas as a whole.						
Clerk Typist				1	75	75
/cws-sch	42	33	75			
(alt)//EN	53	22	75			
Unit Equipment (allowance)	-	-	-		80	80
Storeroom (theft secure)	120	-	120		120	120
COMMENT: The room is to be used to store public information materials, etc., and should be accessible by the receptionist. Room is sized to allow conversion to an office as a contingency factor.						
(continued)						

READING THIS DATA SHEET

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

COMMUNITY SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Remote Storage (existing equipment: 1 file, 6 open shelf units, 14 sq-ft. bulk storage)					(240)	(240)
COMMENT: Remote storage is accumulated for all departments on a separate "Shared Use" data sheet. We have expanded remote storage due to assumptions of responsibility increase.						
Subtotal, ADMINISTRATION AND SUPPORT				5+(1)	815	795
<u>RECEPTION AND LOBBY</u>						
COMMENT: This reception and lobby serve the entire city and must be located in a place which can clearly give information to public visitors. Note, too, that this receptionist position handles the city switchboard. The receptionist must also be near to the relief staff which includes the clerk-typist (above) and clerical staff in Administrative Services.						
Receptionist				1	140	140
/Counter Workstation	72	48	120			
/Files (2)	-	-	20			
COMMENT: The system alternatives which are available are not truly comparable; we have programmed a custom, millwork counter workstation. NOTE: The counter must be designed so that it is convenient for persons in wheelchairs to converse with the receptionist and to approach the counter surface.						
(continued)						

READING THIS DATA SHEET

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

COMMUNITY SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Display Area Allowance	-	-	-		400	400
Public Seating Area/Circulation	-	-	-		200	200
Subtotal, RECEPTION-LOBBY				1	740	740
Total, COMMUNITY SERVICES				6+(1)	1,555	1,535
Circulation and Layout @ 14%					218	215
TOTAL NET SQ.FT.					1,773	1,750

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# Rancho Palos Verdes Civic Center Function Profile

ENVIRONMENTAL SERVICES

## Definition of Services

The Environmental Services Department provides a full range of planning and related functions which include: current planning; advanced planning; environmental review; code enforcement; public information; staff support for city council and planning commission. Presently the planning function interfaces with the county engineer who provides the city with building and safety services, mapping, subdivision review, and other related engineering services. The program for 1990 calls for these services to be provided in-house, thereby necessitating the inclusion in the space program of a building and safety section.

## Rationale of Space Allocations

### Administration

The director has been programmed for a private office or a system office enclosure if sound and visual privacy can be achieved in the design. Either office type must accommodate two to four visitors and provide for an executive workstation.

The secretary should be adjacent to the director and have ready access to the public counter and waiting area.

### Planning

The planners are each programmed with drafting tables and references. The references have been included in response to staff complaints of the lack of layout area for materials. The associate planners were programmed with a guest chair.

The planning clerk requires a small workstation immediately adjacent to the public counter (staff side) in order to monitor the counter area.

A four-station public counter and a waiting area have been programmed to meet the department's peak needs. The counter allows the staff to assist four

## Rationale of Space Allocations (continued)

visitors with sufficient area for plans to be laid out. The waiting area must accommodate three to four individuals possibly waiting for assistance during peak periods.

Unit equipment has been included near the counter area. This equipment is expected to be used regularly (such as hanging files containing plot maps). Other crucial planning files presently near the counter and from the planning room have been programmed in a fire and theft secure room. This is deemed necessary because most are originals and many are irreplaceable.

A conference room sized for eight persons and with area for display equipment is required by the department. The conference room is required for meetings with developers and community groups and as a team project room. Public Works is expected to share the conference room for the same reasons.

A blueprint copy machine and other graphics storage equipment required by the department are programmed for a single room. This room requires a sink and special ventilation to draw off chemical fumes usually generated by such copy machines. Public Works staff must have access to this room for copy making activities.

### Code Enforcement

A code enforcement officer requires a standard conventional or system workstation. The position requires no unit equipment but must have reasonable access to the department's file room and the public counter.

### Building and Safety

Addition of a Building and Safety unit has implications for more public contact, so additional space is provided with the counter listed in the planning section. A two-station counter is best, both for the flexibility it offers and the added public convenience.

The senior building inspector is allocated an office type space rather than an open desk due to the quiet and isolation needed in studying certain projects, the confidentiality which is preferred in talking with development representatives, and the privacy needed in supervising the unit. The building inspectors, plan checkers, and clerk are assigned to open areas in either conventional or system furnishings and require reasonable visual and acoustical controls to ensure an efficient work environment.

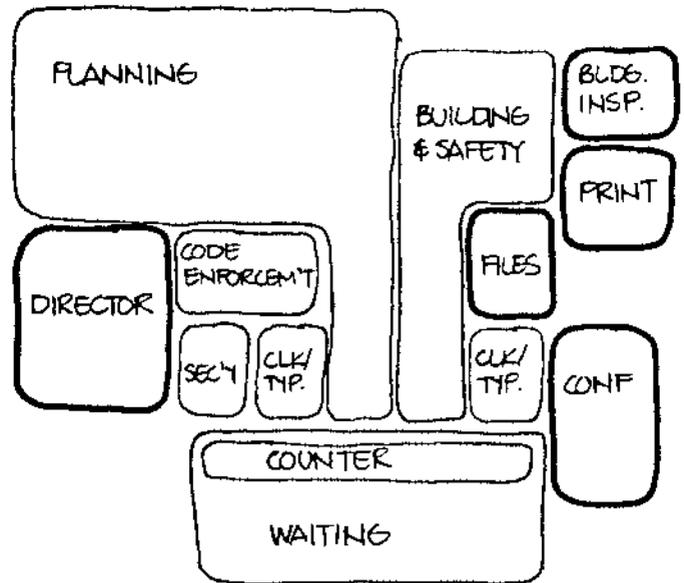
# Design Criteria

## Adjacencies (within a department)

The secretary, clerk, planners, and code enforcement officers, and the building and safety section must all have convenient access to the public counter areas.

The public counter/waiting area should have direct access to the conference room, as it will be used frequently by both public and staff.

All staff should have convenient access to the file room and print/copy room.

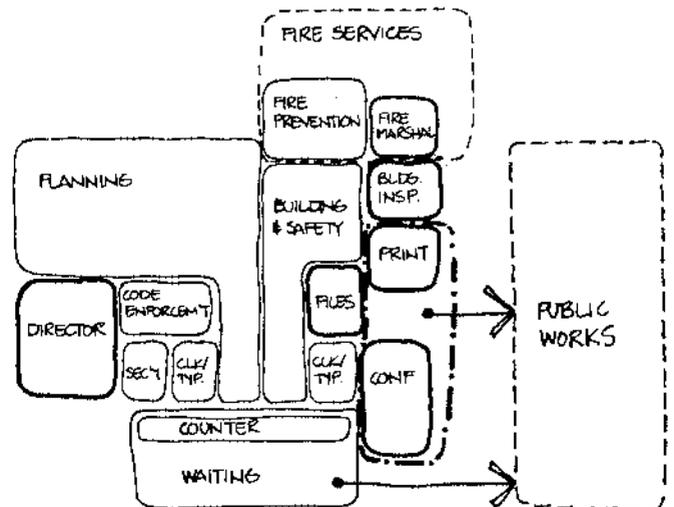


## Proximities (between departments)

The copy/print room and the small conference room are shared with Public Works, and must be directly accessible to that department.

The public counter/waiting area should be adjacent to (and perhaps contiguous with) the public counter/waiting area in Public Works.

The Fire Prevention detail of the Fire Services section of Public Safety will be located with the Building and Safety section. They are intended to share many of the same records and public counter area. For these reasons they require very close proximity.

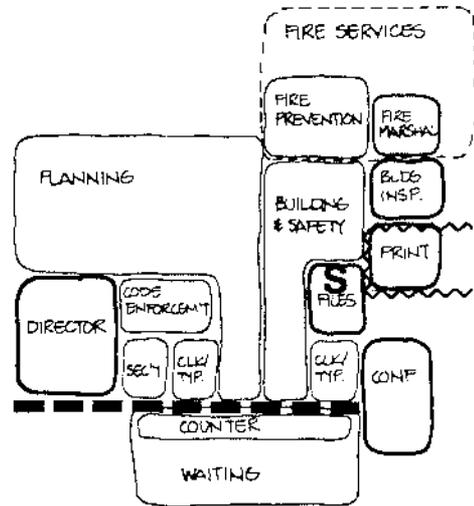


## Controls

The counter must be a clearly legible barrier between the public area and the staff work areas, although it should not be overly formidable.

The file room must be fire and theft secure.

The print room must be controlled for noise and ventilated to control fumes from the print machine.



## Special Equipment

Copy/Print Room:  
 Photocopier  
 Print machine

Planning Area:  
 Project planning display board

## Environmental Requirements

Copy/Print Room:  
 Ventilation  
 Acoustical insulation

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ENVIRONMENTAL SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>ADMINISTRATION</u>						
Director				1	180	170
/PO	180	-	180			
(alt)//ENO	170	-	170			
COMMENT:	Waiting area is programmed below with "Planning" counter area. If design requires, portions may be used near director's office. The office system enclosure (ENO) must be designed and equipped to ensure sound and visual privacy.					
Secretary				1	80	75
/cws-ref	40	40	80			
(alt)//EN	53	22	75			
COMMENT:	Workstation must be near to the director, but still so that the secretary can access the public counter listed below with "Planning." The EN75 allows for added storage and work surface.					
Subtotal, ADMINISTRATION				2	260	245
<u>PLANNING</u>						
Associate Planner				2	242	220
/dws-ref-sch	81	40	121			
(alt)//END	80	30	110			
Assistant Planner				2	198	170
/dws-ref	62	37	99			
(alt)//END	56	29	85			
COMMENT:	A minimum of 12 linear feet of wall space is required for mounting a project planning display board, conveniently accessible to the planning director and planning staff such that they may walk up to it.					
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ENVIRONMENTAL SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Clerk				1	60	45
/cws	29	31	60			
(alt)//EN	25	20	45			
COMMENT:	The clerk needs ready access to and clear visibility of the counter, and should not be far from the secretary in "Administration." A smaller EN standard is used; the traditional desk may be preferred, even in a system setting.					
Public Counter (4 stations @ 60)	-	-	240		240	240
COMMENT:	The counter is sized at four stations or 18'. Counter/reception area should be designed so as to control access but not create formidable barriers between public and staff.					
Waiting Area	-	-	240		240	240
COMMENT:	Public counter and waiting area should be in close relation to that shown in Public Works. The waiting area allowance is to be used for standing area near the public counter; portions may be allocated to provide guest seating near the director's office.					
Unit Equipment: Clerical Area (allowance) (existing equipment: 2 files, hanging plan file, bookcase)	-	-	-		80	80
COMMENT:	Locate on staff side of counter for access by clerk and secretary.					
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ENVIRONMENTAL SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Unit Equipment: Planning Area (allowance) (existing equipment: library shelving, layout tables, coat rack)	-	-	-		240	240
File Room (fire and theft secure) (existing equipment: 10 files, 2 horizontal plan files, storage cabinet for rolled plans)	300	-	300		300	300
COMMENT: Locate for easy access between counter and planning staff.						
Conference Room (seats 8)	240	-	240		240	240
COMMENT: Conference room provides for 8 persons and area for display equipment. Room is to be shared with Public Works.						
Print/Copy and Storage Room (copy machine, layout table, storage equipment)	180	-	180		180	180
COMMENT: Provide ventilation ducts. A sink is suggested, to be used for cleaning drafting equipment for inking, etc. This copy room must be located so as to serve other departments, notably Public Works. System alternatives can be used, but we suggest enclosure due to possibility of an ammonia-base system.						
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ENVIRONMENTAL SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Remote Storage					(120)	(120)
COMMENT: Remote storage needs are accumulated for all departments on a separate data sheet for shared-use areas.						
Subtotal, PLANNING				5	2,020	1,955
<u>CODE ENFORCEMENT</u>						
Code Enforcement Officer				2	140	130
/cws	29	31	60			
/bookcase	-	-	10			
(alt)//EN	42	23	65			
COMMENT: The EN65 allows for added storage and work surface.						
Subtotal, CODE ENFORCEMENT				2	140	130
<u>BUILDING AND SAFETY</u>						
Senior Building Inspector				1	150	130
/PO	150	-	150			
(alt)//ENO	130	-	130			
COMMENT: The office enclosure (ENO) must be designed and equipped to ensure sound and visual privacy.						
Building Inspector				2	140	90
/cws	29	31	60			
/bookcase	-	-	10			
(alt)//EN	25	20	45			
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

ENVIRONMENTAL SERVICES (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Plan Checker				2	198	170
/dws-ref	62	37	99			
(alt)//END	56	29	85			
Clerk				1	60	45
/cws	29	31	60			
(alt)//EN	25	20	45			
COMMENT:	Locate on staff side of counter with ready access to counter. A smaller EN standard is used; the traditional desk may be preferred, even in a system setting.					
Public Counter (2 stations @ 60)	-	-	120		120	120
COMMENT:	This counter should be contiguous with the same counter as noted above with "Planning." Location of Building and Safety must be such that counter access is convenient.					
Unit Equipment (allowance)	-	-	-		100	100
Subtotal, BUILDING AND SAFETY				6	768	655
Total, ENVIRONMENTAL SERVICES				15	3,188	2,985
Circulation and Layout @ 14%					446	418
TOTAL NET SQ.FT.					3,634	3,403

READING THIS DATA SHEET

Item Description: A "/" is used to group items required by a single workstation. A "//" is used to indicate an alternate standard. Item symbols include "cws-ref-sch" = clerical workstation + reference + side chair; "dws" = drafting workstation; "PO" = private office; "EN," "ENO," "END" = system furniture enclosure designed respectively for use as clerical or standard professional stations, use as office stations (with extra guest seating), or use as drafting stations.

Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

Conventional and Mixed Conventional and System: These columns distinguish between conventional office and furniture standards and standards used for open landscape system furniture on whose partitions may be hung various work surfaces or storage units.

# Rancho Palos Verdes Civic Center Function Profile

PARKS AND RECREATION  
-Office-Based Sections

## Definition of Services

The Parks and Recreation Department is responsible for the operation, maintenance, and further development of current park facilities, and administers recreation and pool programs in the four city peninsula area. The long-range design and development of new park and open space sites are also the responsibility of the department. In addition, the grants section of the department writes, researches, and follows grants for the department as well as other city departments.

## Rationale of Space Allocations

### Administration and Park Design

The director requires a private office or an office enclosure if sound and visual privacy can be achieved through design. Both office types are sized for an executive workstation and visitor seating for up to four persons.

The grants coordinator and the secretary to the director require conventional workstations or enclosed workstations. The secretary must be in close proximity to both the unit equipment and the public counter programmed with Recreation.

### Recreation Office Area

The recreation superintendent has been programmed with a private office or an office enclosure due to the number of visitors and staff received and the desired level of privacy for conversation and work. An office enclosure is appropriate only if sound and visual privacy can be ensured by the design of the space.

The accounting clerk, clerk typist, recreation specialists, and recreation supervisors (part-time individuals sharing workstations) require conventional open workstations or enclosed system workstations. A work area of this type

## Rationale of Space Allocations (continued)

can be expected to generate high levels of staff and public movement, activity and, consequently, noise. In this instance enclosed system workstations with proper placement and acoustical treatment can reduce much of the potential sound and visual disturbance.

A contingency workstation has been programmed for a clerk typist position based on the projections for the department.

A public counter and waiting area is required by the department. It is important that the counter control access, but it should not be a formidable barrier. Both counter and waiting area should be informal in design so that the department secretary and clerks can acknowledge and assist people without always leaving their workstations. The counter is to provide the recreation applicants a work surface for completing forms and an area for display and storage of informational materials. However, since most program registration is (and will continue to be) by mail, we have programmed only two stations (9 feet).

A conference room has been included to provide for small staff and public meetings. The conference room will also act as a departmental library and as a program area for small group activities. A secure storeroom has also been programmed for the storage of valuable equipment and materials.

### Graphics

Although all city departments have some need for graphics areas, a major user of such an area is expected to be the Recreation Department. It is primarily for this reason that the areas have been programmed here and not, for instance, with Administrative Services, which usually is responsible for such centralized activities or services.

The paste-up and graphics workroom is sized to provide for a drafting station, light table, plan files, and layout areas for poster and brochure development. The room will allow for the required work area for such activities as silk-screening, mimeograph, and painting. The room is programmed to be self-contained with sufficient counter, storage, and sink area. A small darkroom for print development has been programmed in response to needs expressed by various city departments.

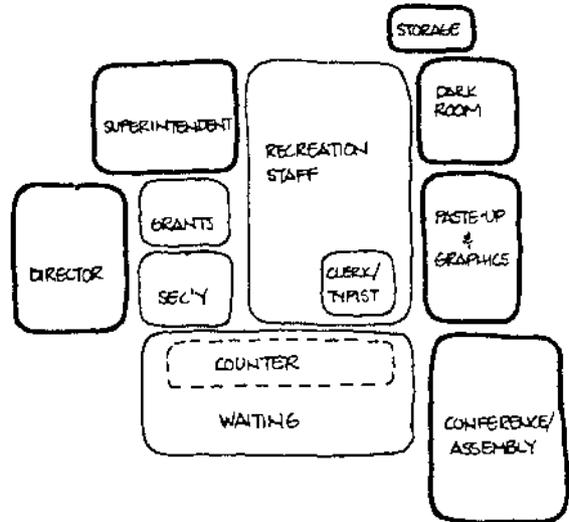
# Design Criteria

## Adjacencies (within a department)

The public counter should be easily accessible to the entire recreation staff area, and should permit comfortable passage of public from the waiting area into the staff areas.

The waiting area should be informal and have a very informal relationship with the secretary and the clerk typist, in order to encourage public interaction with staff.

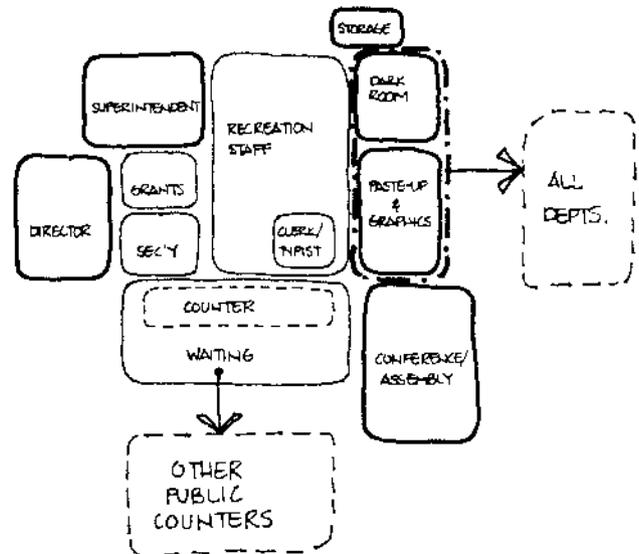
The conference/assembly area will be used by staff and by public as a program room, and should therefore be convenient to each of these groups.



## Proximities (between departments)

The waiting area should be easily approached from the outside and must have convenient access to other waiting areas and public counters in other departments.

The paste-up and graphic workroom and darkroom must serve all other departments, therefore requiring convenient access from other parts of the building.

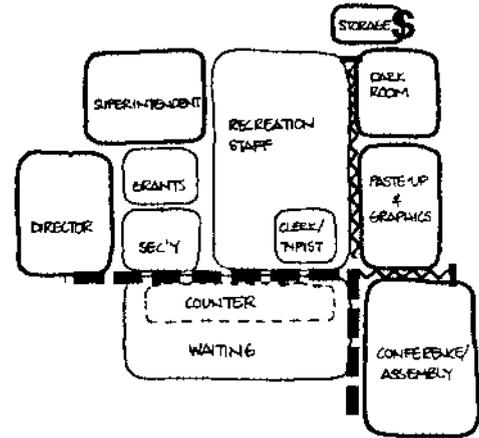


## Controls

The counter must clearly separate public and staff areas, and limit access between them.

The paste-up and graphics workroom must be acoustically controlled to prevent interference with work areas, and should also be adequately ventilated.

The darkroom must be light safe, with separate switching, and secure from visitors when in use. It must also be adequately ventilated.



## Special Equipment

Conference/Library:  
Audiovisual Equipment

Paste-Up and Graphics Workroom:  
Light table  
Mimeograph  
Sink

Darkroom:  
Sinks  
Safe lights/separate switching  
Enlargement and printing equipment  
Light safe storage

## Environmental Requirements

Paste-up and Graphics Workroom:  
Ventilation  
Acoustical isolation

Darkroom:  
Light safe/separate switching  
Ventilation

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PARKS AND RECREATION  
-Office-Based Sections (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>ADMINISTRATION AND PARK DESIGN</u>						
Director				1	180	170
/PO	180	-	180			
(alt)//ENO	170	-	170			
Grants Coordinator				1	100	100
/cws-ref-sch	56	44	100			
(alt)//EN	73	27	100			
Secretary				1	80	65
/cws-ref	40	40	80			
(alt)//EN	42	23	65			
COMMENT: The secretary must be located conveniently near to the reception area in Recreation.						
Unit Equipment (allowance) (existing equipment: 4 files, 2 plan files)	-	-	-		80	80
COMMENT: These departmental files must be accessible by Recreation staff (below).						
Subtotal, ADMINISTRATION AND PARK DESIGN				3	440	415
<u>RECREATION OFFICE AREA</u>						
Superintendent				1	180	170
/PO	180	-	180			
(alt)//ENO	170	-	170			
(continued)						

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

Conventional and Mixed Conventional and System: These columns distinguish between conventional office and furniture standards and standards used for open landscape system furniture on whose partitions may be hung various work surfaces or storage units.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PARKS AND RECREATION  
-Office-Based Sections (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Account Clerk				1	80	65
/cws-ref	40	40	80			
(alt)//EN	42	23	65			
Recreation Specialist				2	200	200
/cws-ref-sch	56	44	100			
(alt)//EN	73	27	100			
Recreation Supervisor				4	120	90
/share cws (2/desk)	29	31	60			
(alt)//share EN (2/desk)	25	20	45			
Program Staff				(no workstation)		
COMMENT: Recreation leaders will be located at park sites or recreation centers. They will report here on occasion, but will attend meetings at recreation sites. Reference material and file space included in unit equipment, below.						
Clerk Typist				1	60	45
/cws	29	31	60			
(alt)//EN	25	20	45			
Contingency Workstation				1	60	45
/cws	29	31	60			
(alt)//EN	25	20	45			
COMMENT: A second clerk-typist is projected as a possible future development. Addition of an extra desk space is advised for this projection period.						
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PARKS AND RECREATION  
-Office-Based Sections (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Public Counter (2 stations @ 60)	-	-	120		120	120
COMMENT: A two-station counter allows for a 9' counter space. Counter should be designed so as to control access but not create formidable barriers between public and staff. There is frequent movement of staff and public into and out of this area. Some visual screening of most work areas should be placed behind the counter.						
Waiting Area (allowance)	-	-	-		120	120
COMMENT: A more informal reception should be designed, so that the department secretary can acknowledge and assist people coming here and not leave her desk. The counter may be designed for seating height, so that program applicants may use it.						
Unit Equipment (allowance) (existing equipment: 2 files)	-	-	-		40	40
COMMENT: Files should be combined in a central equipment bank with department files above (Administration). The department secretary must have access to them.						
Storeroom (theft secure)	60	-	60		60	60
COMMENT: This room is to store camera equipment and other valuable program materials.						
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PARKS AND RECREATION  
-Office-Based Sections (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Conference/Library (seats 6-8, plus book space)	300	-	300		300	300
COMMENT: This area requires easy access by staff who work at other park sites and sound control. Book space should be recessed into the short wall, at least equal to two full-height book cases.						
Subtotal, RECREATION OFFICE AREA				10	1,340	1,255
<u>GRAPHICS</u>						
Paste-Up and Graphic Workroom (drafting table, plan file, light table, work counter for mimeograph and silk screen, sink)	240	-	240	(1)	240	240
COMMENT: Room must be adequately lighted and ventilated (paint and silk screen fumes). Access is critical for all city staff because of the expected shared use, especially by Community Services and by Environmental Services.						
Darkroom	180	-	180		180	180
COMMENT: Must be lightproof, with auxiliary safe light system. Requires sinks and large drainboard.						
Subtotal, GRAPHICS					420	420
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PARKS AND RECREATION  
-Office-Based Sections (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<p>NOTE: Graphics has been recommended for location in the southwest silo if that silo is used in the design of city hall. In that event, the graphics space requirement with 14% circulation is 479 sq.ft. and the remaining block requirement for parks and recreation in city hall, with 14% circulation, is 2,029 sq.ft. (conventional) or 1,904 sq.ft. (mixed).</p>						
Total, PARKS AND RECREATION (OFFICE-BASED SECTIONS)				13+(1)	2,200	2,090
Circulation and Layout @ 14%					308	293
TOTAL NET SQ.FT.					2,508	2,383

READING THIS DATA SHEET

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# Rancho Palos Verdes Civic Center Function Profile

PUBLIC SAFETY: FIRE SERVICES  
-Fire Prevention

## Definition of Services

Fire prevention is coordinated through the office of the fire marshal and includes building inspections, code enforcement, abatement programs, and public education activities.

## Rationale of Space Allocations

### Fire Prevention

The fire marshal and plan checker must have public access. The program omits a public counter, however, because the unit is to be located in city hall with Building and Safety, a part of Environmental Services.

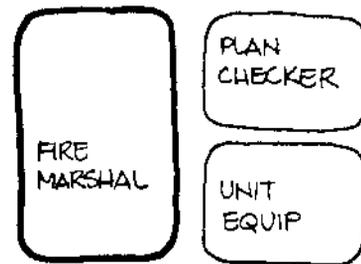
The fire marshal is allocated an office type space rather than an open desk due to the quiet and isolation needed in studying projects, meeting with visitors, and supervising the unit. The plan checker/inspector requires a drafting workstation for the layout of building plans.

# Design Criteria

PUBLIC SAFETY: FIRE SERVICES  
-Fire Prevention (cont(d))

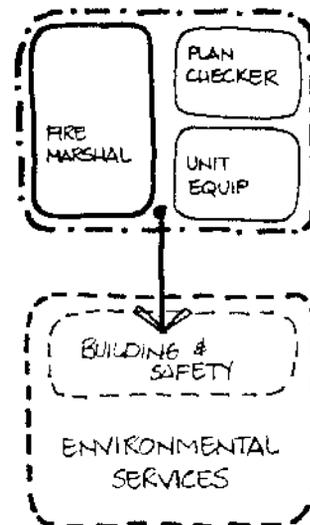
## Adjacencies (within a department)

The fire marshal and plan checker must have easy access to one another and to their unit equipment.



## Proximities (between departments)

Fire Prevention must be located adjacent to the Building and Safety section of Environmental Services. The personnel must have easy access to Environmental Services records area and public counter.



## Controls

No special controls are required for this unit.

## Special Equipment

No special equipment is required by this unit.

## Environmental Requirements

No special environmental requirements are necessary for this unit.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC SAFETY: FIRE SERVICES  
-Fire Prevention (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>FIRE PREVENTION</u>						
Fire Marshal				1	150	130
/PO	150	-	150			
(alt)//ENO	130	-	130			
Plan Checker/Inspector				1	99	85
/dws-ref	62	37	99			
(alt)//END	56	29	85			
Unit Equipment (allowance)	-	-	-		90	90
COMMENT: The fire prevention section is to be located with Building and Safety in Environmental Services, and must have access to Public Works.						
Total, FIRE PREVENTION				2	339	305
Circulation and Layout @ 14%					47	43
TOTAL NET SQ.FT.					386	348
NOTE: The fire prevention section is the only component of Public Safety: Fire Services that is to be included in the architectural program at this time.						

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# Rancho Palos Verdes Civic Center Function Profile

PUBLIC WORKS

-Office-Based Sections

## Definition of Services

The Public Works Department administers and carries out all public works and facilities activities to provide required city services. The department monitors, administers, and inspects: capital projects; utility conversions; county and private public works contracts; and contracted building and grounds maintenance activities. The department also issues permits for street encroachment, excavation and construction, and also conducts field inspections of the same. Tentative tract or subdivision plans are reviewed by the department. Any special reports or studies relevant to public works functions are completed by department personnel.

## Rationale of Space Allocations

### Administration and Support

The director of Public Works has been programmed for a private office or an office enclosure provided sound and visual privacy can be achieved in the design. Either office type will accommodate an executive workstation and two to four visitors.

Project supervisors require a small private office or office enclosure that can be shared. The positions are part-time but on occasion both are in-house at the same time. Either office type should allow for two separate work surfaces. The office must be adjacent to the director's office.

The administrative assistant, department secretary, and additional clerk have been programmed in an open work area using either conventional or system furniture. Their functions require immediate access to the public counter. The department's equipment has been programmed in this open area due to the shared use qualities of the files and drafting workstation.

Noted on the data sheets are a conference room for eight persons and a copy/print room. Both rooms are programmed with Environmental Services but shared by the Public Works staff. The anticipated use of such facilities is not great enough to warrant duplication. Both rooms should be reasonably accessible by Public Works staff.

**Rationale of Space Allocations (continued)**Engineering/Checking

Due to the nature of their work both the associate engineers and the engineering aide require drafting tables with references and possibly guest chairs. The contracts inspector requires a desk with reference in order to complete paperwork activities. This can be accomplished with either conventional or system furniture. No specific unit equipment is associated with these positions. However, immediate access to departmental unit equipment is critical.

# Design Criteria

PUBLIC WORKS

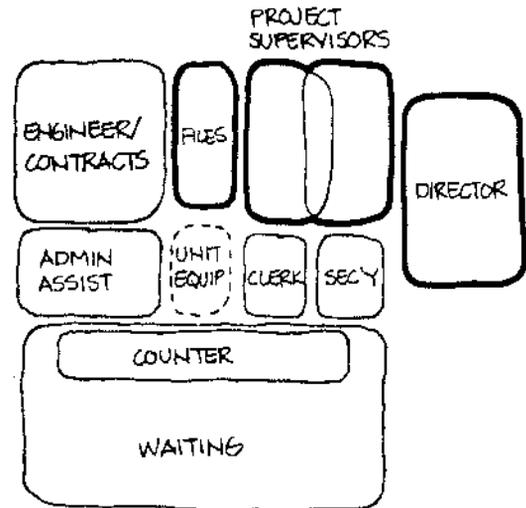
-Office-Based Sections (cont'd)

## Adjacencies (within a department)

The secretary, clerk, and the administrative assistant must have direct access to the public counter, and the rest of the staff also require convenient access.

The project supervisors' shared office space must be adjacent to the director's office.

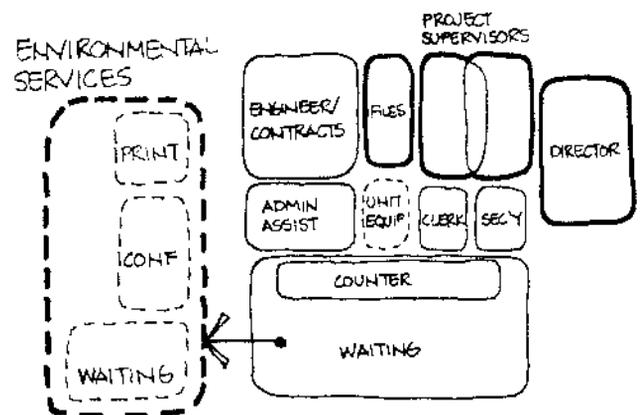
All staff require convenient access to the files designated as unit equipment, and this should in turn, be convenient to the public counter.



## Proximities (between departments)

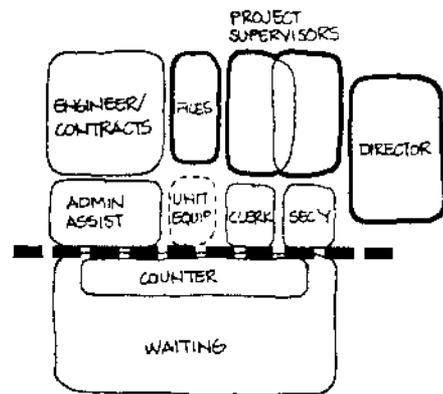
The waiting area should be adjacent to (and perhaps contiguous with) the waiting area for Environmental Services.

A copy room and a conference room are shared with Environmental Services, and should be immediately accessible to Public Works as well.



## Controls

The counter must be a clearly legible barrier between the public area and the staff work areas, although it should not be overly formidable.



## Special Equipment

Unit Equipment:  
 Drafting Workstation  
 Files  
 Flat Plan File  
 Lateral File  
 Hanging File  
 Shelving

## Environmental Requirements

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC WORKS  
-Office-Based Sections (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>ADMINISTRATION AND SUPPORT</u>						
Director				1	180	170
/PO	180	-	180			
(alt)//ENO	170	-	170			
COMMENT: Waiting area is programmed with Public Works counter area. If design requires, portions may be used near director's office. The office system enclosure (ENO) must be designed and equipped to ensure sound and visual privacy.						
Project Supervisors				(2)	150	130
/PO (share)	-	-	150			
(alt)//ENO (share)	130	-	130			
COMMENT: The system alternative (an enclosed station with two surfaces) is preferred for this use, although an office is more flexible in the long run because this size space allows for a number of alternate uses. Note that an ENO standard (100 sq.ft.) may also be used, implying access off the main circulation corridor.						
Administrative Assistant				1	80	65
/cws-ref	40	40	80			
(alt)//EN	42	23	65			
COMMENT: This position must have access to the drafting station listed with unit equipment, below.						
Secretary				1	90	75
/cws-ref	40	40	80			
/bookcase	-	-	10			
(alt)//EN	53	22	75			
COMMENT: Workstation must be adjacent to and on staff side of public counter.						
(continued)						

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC WORKS  
-Office-Based Sections (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Clerk /cws (alt)//EN	29 25	31 20	60 45	(1)	60	45
COMMENT: Workstation must be adjacent to and on staff side of public counter.						
Public Counter (2 stations @ 60)	-	-	120		120	120
COMMENT: A two-station counter allowance allows for a nine-foot counter space. Counter/Reception area should be equipped so as to control access but not create formidable barriers between public and staff. Some screening of work areas should be placed behind the counter.						
Waiting Area (allowance)	-	-	-		120	120
COMMENT: Public counter and waiting area should be contiguous with that shown in Environmental Services. The waiting area allowance is to be used for standing area near public counter; portions may be allocated to provide for guest seating near director's office.						
Unit Equipment (allowance) (existing equipment: 3 files, 1 flat plan file, 1 lateral file, 1 hanging plan file, 1 drafting table, shelving)	-	-	-		240	240
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC WORKS  
-Office-Based Sections (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Conference Room (seats 8)  COMMENT: A single conference room is programmed with Environmental Services and must be shared by Public Works. If convenient access is not provided, a second conference room (or area) must be included.	240	-	240		-	-
Copy/Print Room  COMMENT: A shared copy room is programmed with Environmental Services.	180	-	180		-	-
File Room (file and theft secure) (files and equipment now either open or in remote storage; plan files, files, and storage cabinets)	240	-	240		240	240
Remote Storage (existing equipment: 2 files, 5 shelving units, 80 sq.ft. miscellaneous bulk storage)  COMMENT: Remote storage needs are accumulated for all departments on a separate data sheet for shared-use areas.					(120)	(120)
Subtotal, ADMINISTRATION AND SUPPORT				3+(3)	1,280	1,205
<u>ENGINEERING/CHECKING</u>						
Associate Engineer /dws-ref-sch	81	40	121	2	242	220
(alt)//END	80	30	110			
(continued)						

READING THIS DATA SHEET

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

Conventional and Mixed Conventional and System: These columns distinguish between conventional office and furniture standards and standards used for open landscape system furniture on whose partitions may be hung various work surfaces or storage units.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC WORKS  
-Office-Based Sections (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Contracts/Inspector /cws-ref (alt)//EN	40 53	40 22	80 75	1	80	75
COMMENT: The EN75 allows for added storage and work surface. Contracts/Inspector position must be near to public counter.						
Engineering Aide /dws-ref (alt)//END	62 56	37 29	99 85	1	99	85
Unit Equipment						
COMMENT: Equipment listed with Administration must be directly accessible to this unit.						
Subtotal, ENGINEERING/CHECKING				4	421	380
Total, PUBLIC WORKS (OFFICE-BASED SECTIONS)				7+(3)	1,701	1,585
Circulation and Layout @ 14%					238	222
TOTAL NET SQ. FT.					1,939	1,807

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

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# Rancho Palos Verdes Civic Center Function Profile

PUBLIC WORKS  
-Maintenance Section  
(Civic Center)

## Definition of Services

A civic center of this proportion requires that provisions are made for the storage of maintenance supplies, equipment, and furniture. Adequate attention to the maintenance and storage facilities is critical if efficient and long-term use of a facility is expected.

## Rationale of Space Allocations

### Civic Center Maintenance

The central supplies room is required for the bulk storage of janitorial supplies. From here the supplies are dispersed throughout the civic center to the smaller janitorial closets.

A room for grounds care equipment is required for the secure storage of hand tools, hoses, etc. A double door or extra wide door entry is required to open directly to the outside.

The presence of a furniture and office equipment storage room will eliminate the tendency to clutter work areas in offices with unused equipment or furniture due to the lack of any alternative storage facility. The room also allows the city to store equipment (e.g., system furniture) purchased in lot quantities with expectations for future needs in order to realize some cost benefit, and for the storage of building materials (plumbing or light fixtures, paneling, dry wall, etc.) which are not provided in the shop area itself.

Rationale of Space Allocations (continued)

The furniture storage room requires floor storage area for bulky items such as desks and large open shelving units for office equipment. If system furniture is purchased by the city then racks for panels, bins for parts storage, and an area for moving equipment (dollies) must be provided.

A shop repair room has been included for use by the civic center maintenance crews for the repair of civic center office equipment, furnishings, etc. The room is sized for a workbench along one wall, open area for the placement of power tools and equipment, and some building materials storage.

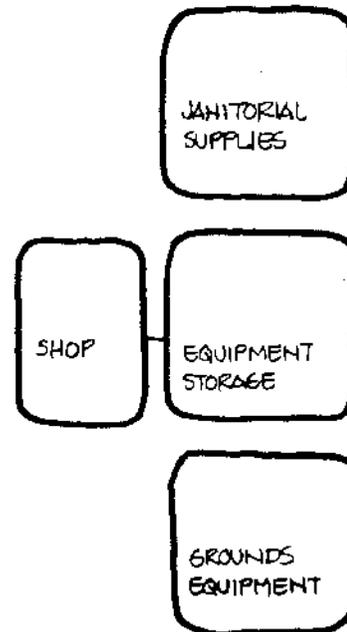
The grounds equipment room must, as noted above, be directly accessible to the outdoors, but the other rooms do not need this direct access and are to be located in the southwest missile silo if this is architecturally and economically feasible. A service elevator is essential in this case, and access at the ground level must be to city hall loading areas without passage through public lobby or office work areas.

# Design Criteria

PUBLIC WORKS  
-Maintenance Section  
(Civic Center) (cont'd)

## Adjacencies (within a department)

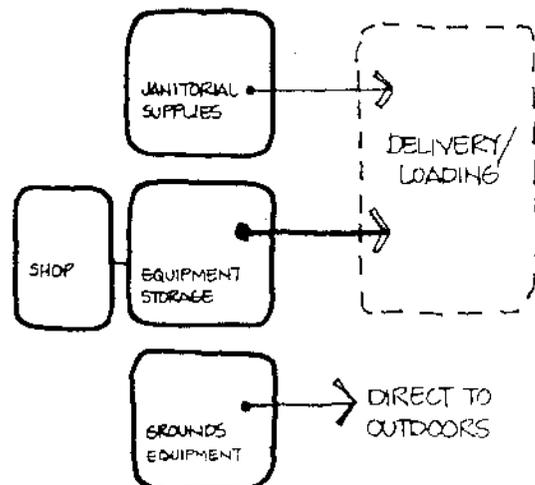
The workshop must be immediately accessible from the equipment storage room.



## Proximities (between departments)

The equipment storage room has a strong requirement for convenient access to a loading dock, and easy access from janitorial supplies to the loading dock is also preferred but not required.

Grounds maintenance equipment must have direct access to outside.



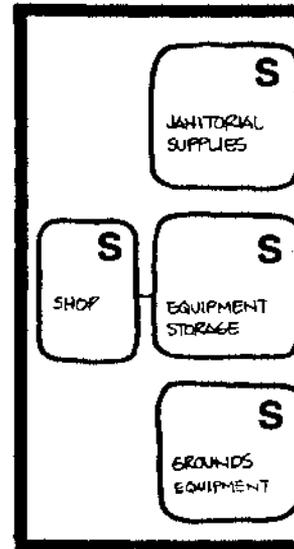
PUBLIC WORKS

-Maintenance Section  
(Civic Center) (cont'd)

### Controls

All rooms in this category must be secure and locked, as the equipment storage area must be secure from theft, and the supplies room, shop, and grounds maintenance area may contain chemicals and toxic materials and must be secure for safety purposes.

Separation from public areas of the civic center is preferred.



### Special Equipment

Grounds Equipment Room:  
Sink  
Racks for hand tools

Equipment Storage:  
Racks or storage bins for  
furniture parts and for building  
maintenance materials

Shop Repair Room:  
Workbench  
Building material racks or bins

All Spaces:  
Double doors

### Environmental Requirements

Grounds Equipment Room:  
Adequate ventilation

Janitorial Supply Room:  
Adequate ventilation

Shop Repair Room:  
Adequate ventilation  
Additional lighting needs  
for bench area and power  
tools

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC WORKS  
-Maintenance Section  
(Civic Center) (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>CIVIC CENTER MAINTENANCE</u>						
<u>Silo Location</u>						
Civic Center Maintenance Crew (Buildings and Grounds)				4		
Janitorial Crew				2		
COMMENT: All rooms programmed in this unit require clustering and access to vehicle loading.						
Central Supplies Room (janitorial supplies, table, chair, maintenance equipment)	120	-	120		120	120
Furniture and Major Equipment Storage Room	240	-	240		240	240
COMMENT: Room requires floor storage areas for equipment, maintenance supplies, and furniture. Under conventional program bulky furniture items such as desks can be expected. If system equipment is used, then racks for panels and bins for spare parts must be included.						
Shop Repair Room (work bench, power tools)	180	-	180		180	180
Total, PUBLIC WORKS (CIVIC CENTER MAINTENANCE) (Silo Location)				6	540	540
Circulation and Layout @ 14%					75	75
TOTAL NET SQ. FT. (Building Space, Silo Location)					615	615
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC WORKS  
-Maintenance Section  
(Civic Center) (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>City Hall (Above Grade) Location</u>						
Grounds Equipment Storage Room (garden tools, hoses)	120	-	120		120	120
COMMENT: Room requires a double door outside entrance to accommodate a small rider mower and for moving hoses, etc.						
Total, PUBLIC WORKS (CIVIC CENTER MAINTENANCE) (City Hall Above Grade)					120	120
Circulation and Layout @ 14%					17	17
TOTAL NET SQ.FT. (Building Space, City Hall Above Grade)					137	137
NOTE: If placement into the silo is not feasible, the total amount of 752 sq.ft. must be located in the city hall (above grade). This breaks into 660 sq.ft. for the rooms themselves and 92 sq.ft. for the 14% circulation and layout allowance.						

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# Rancho Palos Verdes Civic Center Function Profile

SHARED USE AREAS

## Definition of Services

Those rooms or areas which cannot specifically be assigned to a single department or are shared by several departments are programmed as shared use areas. The program contains two shared use areas--a lunch room and remote storage area.

## Rationale of Space Allocations

### Employee Lunch Room

The city hall site will remain removed from commercial food service operations. Because of the relative remoteness an employee lunch room is appropriate. A lunch room has been programmed with limited seating, a vending machine for beverages, and a kitchenette area with a sink, a microwave oven for food preparation, and a full size refrigerator for the storage of bag lunches and other personal food items. The inclusion of these items is based on current staff preferences and patterns of use.

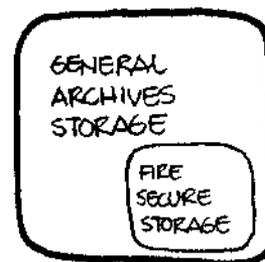
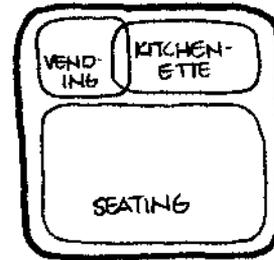
### Remote Storage Area

Remote storage areas are required by most departments for the maintenance of inactive records and documents and some material storage. All bulk paper storage, however, is programmed in the Administrative Services supply room. The remote storage area must be secured from possible theft and be moisture free. Some particularly crucial documents such as city financial records require added protection in a fire secure room.

# Design Criteria

## Adjacencies (within a department)

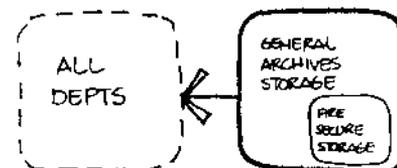
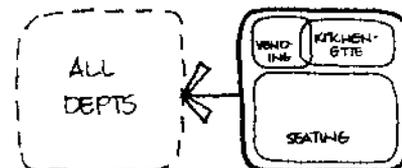
There are no specific adjacency requirements for this category.



## Proximities (between departments)

Access to the lunch room from all departments must be convenient.

Storage areas must be easily accessible, although their use may be infrequent. Note that remote storage areas are programmed for inclusion in the silo if it is developed as part of the city hall.



## Controls

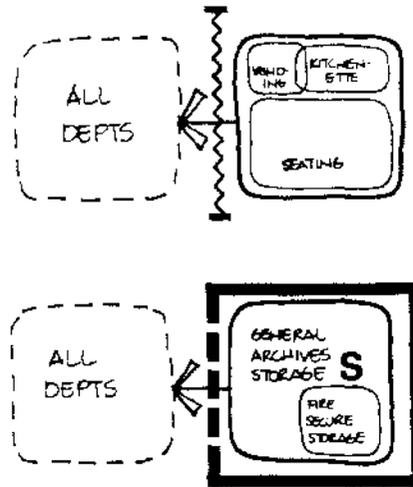
### Lunch Room:

Ventilation and acoustical control in the lunch room are important, particularly for the kitchenette, in order to control sound and odors.

A drain must be provided for any vending machine which dispenses liquid in unsecured containers.

### Storage:

The storage areas must be secure from theft, and a portion of the storage must also be fire secure.



## Special Equipment

### Lunch Room:

- Vending machine
- Sink
- Refrigerator
- Microwave oven

### Storage:

- 8 racks for transfer boxes
- Open space to accommodate existing cabinets and files.

## Environmental Requirements

### Lunch Room:

- Adequate ventilation
- Sound attenuation
- Drain for vending machine

### Storage:

- Fire security for administrative services records.
- Theft security for all storage areas.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

SHARED USE AREAS (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Employee Lunch Room	540	-	540		540	540
COMMENT: Lunch Room provides for a kitchenette, vending machine, and seating for 24 persons.						
Remote Storage Area	-	-	-		860	860
COMMENT: Remote storage area may be single area or a number of small areas depending on building design. Each area must be secured and moisture free. Areas listed by department are as follows:						
Administrative Services (theft and fire secure)					(380)	(380)
Public Works (theft secure)					(120)	(120)
Community Services (theft secure)					(240)	(240)
Environmental Services (theft secure)					(120)	(120)
Total, SHARED USE AREAS					1,400	1,400
Circulation and Layout @ 14%					196	196
TOTAL NET SQ.FT.					1,596	1,596

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**Council Chambers**

## COUNCIL CHAMBERS

### PROGRAM DETAILS

#### BASIC ASSUMPTIONS

While designed primarily for use by the council and other city agencies, it is expected that the chambers will also be made available to appropriate private organizations on a scheduled basis. Council chambers have been distinguished from city hall components because the space is of special design and it functions differently from the office and related support areas included with the city hall. However, the chambers are to be attached to city hall, as a separate design element, with a continuous covered access, and are to be designed specifically as a presentation hall with fixed (but removable) seats. The facility must be convenient and clearly legible, and the facility must be conveniently accessible to the other departmental offices, for retrieval of records, documents, etc.

#### ARCHITECTURAL PROGRAM

Following are the function profile and detailed data sheets for council chamber needs. Please refer to the introduction to the architectural program for an explanation of how to interpret the information presented in them.

# Rancho Palos Verdes Civic Center Function Profile

CITY COUNCIL  
-Chambers

## Definition of Services

The Council Chambers is the city's designated major public meeting room. While designed primarily for use by the council and other city agencies, it is expected that the chambers will also be made available to appropriate private organizations on a scheduled basis.

Council chambers have been distinguished from city hall components because the space is of special design and it functions differently from the office and related support areas included with the city hall. However, the chambers are to be attached to city hall, as a separate design element, with a continuous covered access, and are to be designed specifically as a presentation hall with fixed (but removable) seats. In this regard, the space should be designed with a strong concern for acoustics and sightlines. Public access to the chambers must be convenient and clearly legible, and the facility must be conveniently accessible to the other departmental offices, for retrieval of records, documents, etc.

## Rationale of Space Allocations

### Council Chambers

The approach taken here stems first from an assumption that a community center is likely not to be built until sometime after the city hall, and that the council chambers will therefore have to serve both city and citizen needs. Second, our analysis of the present use of the existing council room indicates a substantial need for a true "meeting room" for somewhat formal meetings. Third, we strongly support the view that a council chambers should provide a dignified environment in which to conduct the city's business. While it should lend itself to other uses, the chambers environment should be in keeping with the room's primary function and should not be a recreational multi-purpose room.

The chambers area consists of a lowered platform or arena with a presentation area, a public seating area, audiovisual storage and projection room, cable television control booth, a coffee station, and storage areas. Additional allowance is made for public toilets, lobby, and circulation areas (see comment below).

The five council and ten staff members must be on a lowered platform for viewing from raised (raked) audience seating areas. A presentation area consisting of a podium, or table for seated presentations, and display equipment with

**Rationale of Space Allocations (continued)**

sufficient circulation around it is required between the council seating and the audience area. A small coffee closet is needed near the council and staff seating area.

A projection screen and display or tack boards are required for some presentations and must be situated so that the council, staff, and audience can see them clearly. The projection screen must be behind the council, and this requires that council be able to pivot toward the screen and that the back wall be sufficiently far from the table so that viewing is comfortable. A second presentation area may be located between council and the back wall. Elements on the platform should be movable.

A small control booth for cable television is also programmed (based on ceiling-mounted cameras) to allow for cable transmission of council meetings to the community, and also to provide for use of the chambers by community groups for transmission and recording of local access cable television programming.

The audience area is sized to accommodate 140 fixed seats and allows for an additional space for handicapped seating. The amount of seating (5 spaces) provided for in the program should accommodate most of the occasional large council meetings as well as permit use of the room by private groups.

Storage rooms and areas are required for the temporary storage of chairs, tables, front platform/arena elements, audiovisual equipment, cable television equipment, and coats. Chair storage and audiovisual display storage should relate physically to the front (head) of the auditorium, with coat, projection room, and TV storage relating to the entry or back of the audience.

An allowance for lobby areas, public toilets, and circulation is programmed (based on test layouts) at 50 percent of the other spaces. This is indicated here to account for the possibility that the council chambers may be designed as a pod of space separate from the city hall and its lobby area. This allowance, however, does not include mechanical spaces or other elements of the "net-to-gross" conversion factor,<sup>1</sup> such as wall thicknesses and mechanical shafts. Due to the inclusion of lobby, toilets, and circulation in the space program, however, a higher net-to-gross factor can be used.

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<sup>1</sup> "Gross square feet" and the difference between this and the "net square feet" on the data sheet are described in detail with the space standards.

# Design Criteria

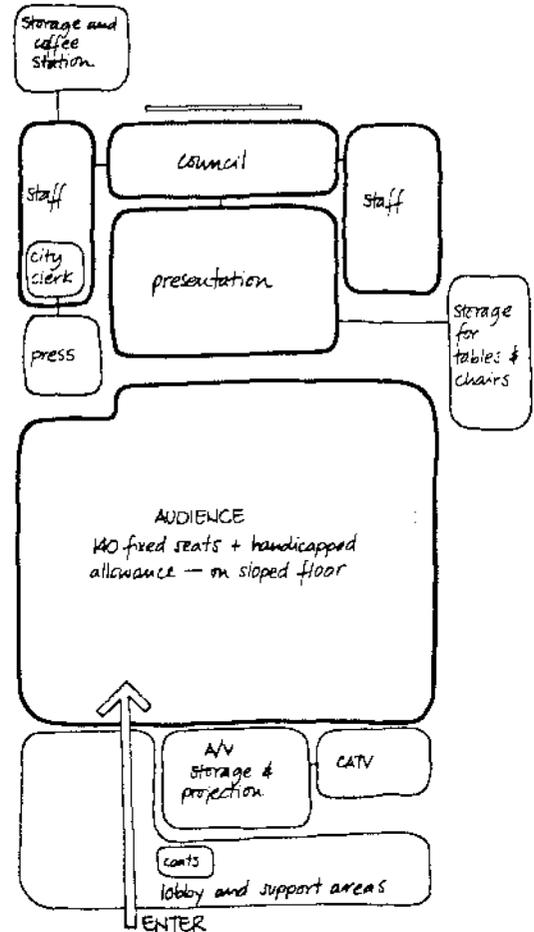
## Adjacencies (within a department)

The storage area and coffee station area must be directly adjacent to the council and staff seating area, and directly accessible to the staff. Chair and table storage must be directly accessible to the council, staff, and presentation arena.

Seating areas should be divided so as to allow a designated area for a press table which seats three near the podium. Press must have access to the city clerk.

Staff areas at the podium should be distinguished from the council seating areas. Five council and ten staff must be provided for, and staff can be split to flank a central council space.

The audiovisual storage and projection area must be located behind the audience so that the screen, at the front end of the chambers, is visible to audience, council, and staff from within 45° of the perpendicular axis taken from the center point of the screen. The cable television control booth should be conveniently accessible to the council and audience area.

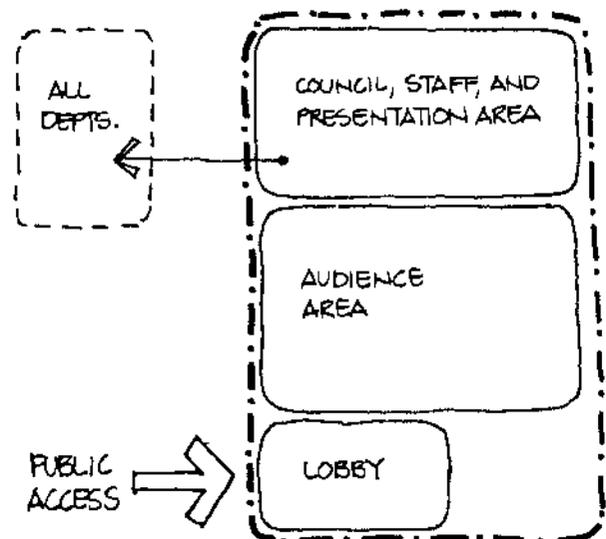


## Proximities (between departments)

Public access to the council chambers must be clearly legible.

The chambers should be conveniently accessible to the other departmental offices, for retrieval of records, documents, etc.

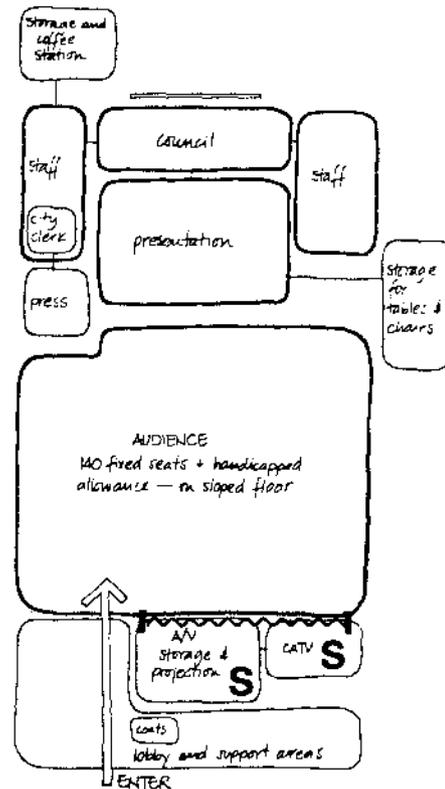
If the chambers is built as a pod of space separate from the city hall building, then the access ways between these structures must be sheltered from rain and wind.



## Controls

Audiovisual projection and the television control booth should be acoustically controlled to eliminate equipment noise during presentations and other uses.

It is essential that the chambers be capable of being completely closed to permit its use during the day without disrupting city office operations.



## Special Equipment

Movable podium (and possibly platform furniture)  
Projection screen  
Display/tack boards  
Public address system  
Recording equipment (controls at staff desk for city clerk)  
Cable television equipment  
Electronic voting equipment (controls at staff desk for city clerk)  
Overhead projector

(For further considerations of audiovisual equipment, see Environmental Requirements.)

## Environmental Requirements

Acoustical controls to prevent echo and reverberation.

Audiovisual input considerations:

- public address and audio recording jacks (and built-in cables) for council, staff, podium area and lectern, with common feed to cable television control booth.
- remote projection control jacks in presentation area.
- television cameras fixed to ceiling and controlled from the television control booth.
- electronic voting by council.

Audiovisual output considerations:

- public address speakers/acoustics
- visibility of display boards, projection screen, and vote tallies.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

CITY COUNCIL  
-Chambers (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>CITY COUNCIL CHAMBERS</u>						
<p>Council and Presentation Area (allowance, based on test layouts of a 40'x30' area) (5 council seats, 10 staff seats, presentation podium, and display)</p> <p>COMMENT: Podium must be removable and the area should accommodate a table with seating for six presentors during those times that seated presentations occur. The projection screen should be so situated that council, staff, and audience are seated in a viewing area within 45° of the axis perpendicular to the center point of the screen. This space program allows for the screen to be behind council, and (a) swivel seats are required for council members, and (b) a minimum distance of 12' from screen to council must be provided. A 10' wide screen is the recommended size for more flexible uses, as in community programs; and display/tack boards of 12' to 20' in breadth are needed, which may slide over the screen. The space behind council also may be used as a presentation area. Projection equipment must be operable from the presentation areas as well as from the projection booth behind the audience. Platform elements should be movable, and the platform for council, staff, and presentation must itself be lowered relative to audience seating.</p>					1,200	-
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

CITY COUNCIL  
-Chambers (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Audience Area 140 seats fixed	12	-	12		1,680	-
COMMENT:	Three seats should be designated for the press and an appropriate writing surface provided. The press area should be located as near the deputy city clerk chair as possible. Note that raised (raked) seating is required, with the council and presentation on a lowered platform and with viewing screen behind that.					
Handicapped Persons Allowance					150	-
COMMENT:	An allowance of 30 sq.ft. is made for each of 5 wheelchair spaces. This allowance includes chair space and some access space.					
Storage Areas (minimum)					250	-
Near Council Area and Coffee Station			50			
Chair/Table Storage			140			
Coats			60			
Audiovisual (storage and projection)	180	-	180		180	-
COMMENT:	This allowance of 180 sq.ft. provides both for an audiovisual projection booth (up to 80 sq.ft.) and for storage of audiovisual equipment and display (up to 100 sq.ft.). The storage area should be near the presentation areas at the council end of the chambers. Specific design criteria regarding projection and acoustics should be reviewed by a qualified audiovisual consultant.					
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

CITY COUNCIL  
-Chambers (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Cable TV Control Booth	60	-	60		60	-
COMMENT: This space requirement assumes fixed ceiling-mounted cameras in the chambers with remote control equipment and space for one operator in the control booth. Non-fixed cameras will require more space in the booth for storage and will require additional operators. No direct visual access to the chambers is required.						
Total, CITY COUNCIL CHAMBERS					3,520	
Public Toilets/Lobby/Circulation (add 50% to above)					1,760	
TOTAL NET SQ.FT.					5,280	
NOTE: Due to inclusion of lobby, toilets, circulation, a net to gross factor of 0.95 can be used.						

READING THIS DATA SHEET

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

Conventional and Mixed Conventional and System: These columns distinguish between conventional office and furniture standards and standards used for open landscape system furniture on whose partitions may be hung various work surfaces or storage units.



## RECREATION EQUIPMENT STORAGE AND MAINTENANCE

### PROGRAM DETAILS

#### BACKGROUND

Parks and recreation operations consist of three<sup>1</sup> distinct components: office-based activities in city hall, central storage and repair activities for recreation equipment, and decentral recreation activities at the respective parks or other recreation sites. The following discussion considers the second of these.

Central storage and repair activities for recreation equipment is a distinct facility need; due to the maintenance aspect of the operations occurring here it is not appropriate for city hall. It could be located at any park site that is convenient (by truck) to the separate recreation sites, but the administrative controls which are required and the efficiency of staff activities suggest that a location near city hall is much preferred for Rancho Palos Verdes. It would be desirable to locate these facilities on park land adjacent to the city property designated for civic center use, but there are available existing facilities on the city property which can economically be utilized for this purpose. The result, however, is a more densely planned site, as identified in the early part of this report.

#### BASIC ASSUMPTIONS

The space needs for recreation equipment are based on the full complement of parks being developed which are contemplated as of this writing. The city plans an extensive and active park program and the recreation equipment which is needed is correspondingly large. Initially, not as much space is needed as is indicated in the 1990 program, and therefore there is added flexibility for site development phasing. The complete park development plan, for that matter, is not a certainty, and some initial under-provision of space appears sensible. We have also assumed central storage of much equipment, in part because of greater control and in part because the city appears to prefer to

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<sup>1</sup> The related activity of parkland maintenance is a part of public works and is presented in a separate discussion.

limit the number of facilities at the individual parks. Some on-site storage for items needing ready or frequent access is assumed, however, and this program is based only on central stores needs.

#### ARCHITECTURAL PROGRAM

Following are the function profile and detailed data sheets for recreation equipment storage and maintenance needs. Please refer to the introduction to the architectural program for an explanation of how to interpret the information presented in them.

# Rancho Palos Verdes Civic Center Function Profile

PARKS AND RECREATION  
-Recreation Equipment Section

## Definition of Services

The recreation equipment section of the Parks and Recreation Department is responsible for the repair, maintenance, and storage of recreation equipment. Minor in-house repairs are expected to be completed by this section. Recreation materials required for program activities will be stored and dispersed by this unit.

## Rationale of Space Allocations

### Recreation Equipment

Space has been programmed for the repair and storage of recreation equipment. A small shop area with a counter for receiving equipment in need of repair work is included.

The equipment storage area was based on the number of parks. The base requirement was 400 sq.ft. for each developed park. This area provides for ten open shelving units, bin for bats, balls, nets, etc., and some floor storage for bulky items.

A small open work area is required adjacent to both the shop and storage areas for the assembly or staging of equipment and materials prior to its dispersal to various parks or program activities. Access to the loading dock area is essential from this open work area.

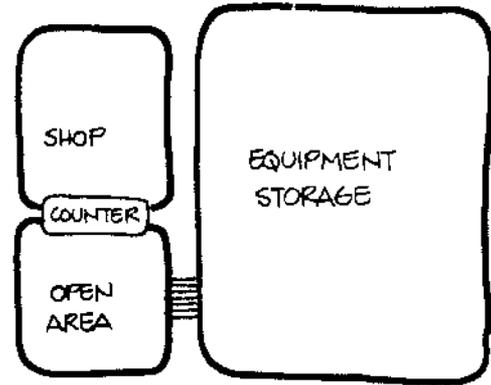
Mobile recreation equipment storage is tabulated with parking areas associated with public works maintenance garages. Vehicle storage area must be enclosed and covered to prolong the life of the equipment and to prevent theft.

# Design Criteria

## Adjacencies (within a department)

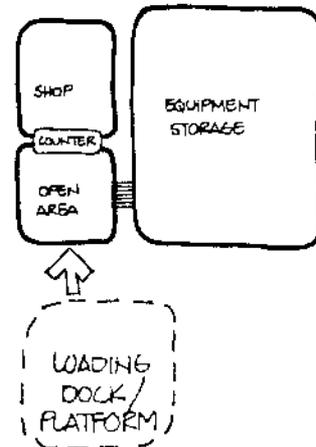
The open work area and the equipment storage space must be directly adjacent to each other, with double doors for easy transfer of large equipment.

The shop should be directly adjacent to the open area, separated from it by a counter.



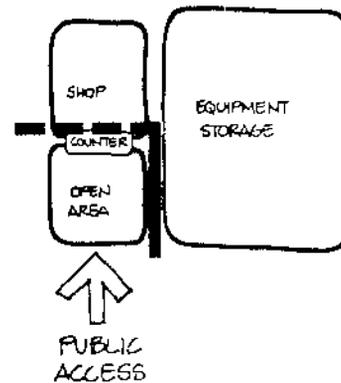
## Proximities (between departments)

The open work area must be directly accessible from a loading dock with a wide garage (overhead) door.



## Controls

Public and staff access to the storage and shop areas must be restricted, with the counter serving as a visual control point for monitoring access.



## Special Equipment

Shop:  
Power tools, including a table saw, and workbench.

Safety Equipment

Storage:  
Specially designed racks and bins for storing recreation equipment.

Open Work Area:  
Overhead Door

## Environmental Requirements

Shop and open area must have air handling that will accommodate shop dust and fumes. Some spray painting (very light work) may occur with the overhead door open.

Shop ceiling should be equipped with a sound absorbent surface.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PARKS AND RECREATION  
-Recreation Equipment Section (cont'd)  
1990 Contract Level

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>RECREATION EQUIPMENT</u>						
COMMENT: This space component is best located outside city hall, due to heavy access demands for equipment. See the Design Brochure, page 24, for a discussion of recommended locations for recreation equipment during and after city hall construction. If not provided elsewhere, it must be included in city hall, and access to a loading dock area is recommended.						
Maintenance Worker				2		
Shop Area					240	240
Workbench	2 @		60			
Storage Racks	@		120			
Equipment Area/Storage (allowance)	-	-	-		2,400	2,400
COMMENT: A base requirement of 400 sq.ft. for each developed park is included. The storage should be designed for open shelf storage (10 shelving units for each park), bins for bats and balls, and about 30% or more open floor area.						
Open Work Area	-	-	120		120	120
COMMENT: Equipment/storage area and open work area must be adjacent. Open work area is used for assembly of recreation equipment. Shop area must access open work area, and should also have a counter/window built into the common wall between them.						
Mobile Recreation						
COMMENT: Space for vehicle storage is tabulated with parking areas. Equipment can be parked in the open, but cover is recommended.						
Total, PARKS AND RECREATION (RECREATION EQUIPMENT SECTION)				2	2,760	2,760
Circulation and Layout @ 14%					386	386
TOTAL NET SQ.FT.					3,146	3,146

READING THIS DATA SHEET

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Staff: This column identifies the number of personnel to whom the indicated workstations are assigned. Numbers in parentheses indicate part-time employees.

Conventional and Mixed Conventional and System: These columns distinguish between conventional office and furniture standards and standards used for open landscape system furniture on whose partitions may be hung various work surfaces or storage units.

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## PUBLIC SAFETY BUILDING

### PROGRAM DETAILS

#### BASIC ASSUMPTIONS

The space requirements presented here are based on a department whose size and services concur with the services provided by contract now with Los Angeles County. The facility is also based on services to Rancho Palos Verdes alone, and not a peninsula-wide police service; to determine the space needs for a peninsula department, it is necessary first to identify a consistent service plan and service deployment level for the entire area. We believe, however, that if a peninsula-wide department were created and were operated out of a single central facility, then the space needs would be larger than that programmed here by an amount substantially less than the proportional population increase.

#### ARCHITECTURAL PROGRAM

Following are the function profile and detailed data sheets for public safety building needs. Please refer to the introduction to the architectural program for an explanation of how to interpret the information presented in them.

# Rancho Palos Verdes Civic Center Function Profile

PUBLIC SAFETY: LAW ENFORCEMENT

## Definition of Services

The functions of law enforcement are to police the public streets (traffic safety), to enforce criminal law, to develop and disseminate crime prevention programs, and to participate in extended public education activities which promote law enforcement principles. These services are now provided by contract with the Los Angeles County Sheriff, and one person (the Community Relations Officer) is based at city hall and listed with the Office of the City Manager in the projected 1990 program.

## Rationale of Space Allocations

Space has been divided into several sections, along general organizational lines, in order to emphasize adjacency clusterings, to allow clearer review of our projections, and to describe different space use zones.

### Administration

A conference room is included with the office areas for executive staff meetings, meetings with public groups, and special projects. If fire services are provided, the director (chief) of fire should be collocated with law enforcement administration and would share this room.

### Support Services

Both the community services officer (who would assume most of the duties of the existing community relations officer) and the training/planning officer need private offices, partly for privacy (quiet isolation) of their work and partly for wall space. A large training room is not separately programmed, but two smaller rooms ("briefing" and "meeting/tactical") should be made adjacent with a folding or sliding door between. It is sized for 28 chairs (the combined space) which is most of the sworn staff size.

## Rationale of Space Allocations (continued)

Evidence storage is sized for normal needs in similar-sized city departments, and may be small on unusual occasions, for example, if a large theft ring is uncovered and many items are to be placed into evidentiary storage. Access to the evidence room must be restricted to designated personnel. Other special security rooms programmed are the armory (accessible only by the chief, the property officer, and watch supervisors), and the bulk property room. This latter area must have outdoor access because it will contain bicycles and other bulky items.

### Records/Communications

We have planned for operating several shifts (full time dispatch, records in two shifts), so workstations are shared. The records counter is sized also for a complaint officer (we programmed a dual complaint officer-property officer position) who would be present all three shifts, with relief covered by other officers. A small dispatch room is programmed, with one console, which should be enlarged and combined with fire services dispatch if that becomes a full service. Note that the "radio blind spot" of the civic center site may require extra radio equipment, remote relays, and an antenna network for adequate city coverage. The dispatch center is programmed with its own lavatory, because the operator must remain near the console. The dispatch area must be secured, and should be adjacent to records.

### Investigations

Investigators are allocated open area workstations, which is adequate in so small a department, but the unit should be separately lockable. One interview room should suffice; the breathalyzer room (must be near a controlled access to the building) can also be used for interrogations, if a second space is needed.

### Patrol

The briefing room is sized to seat the largest patrol shift size (5 to 7) but should open onto the tactical room (see Support Services, above) for larger staff meetings. The report room doubles as an office for the working patrol supervisor.

### Holding

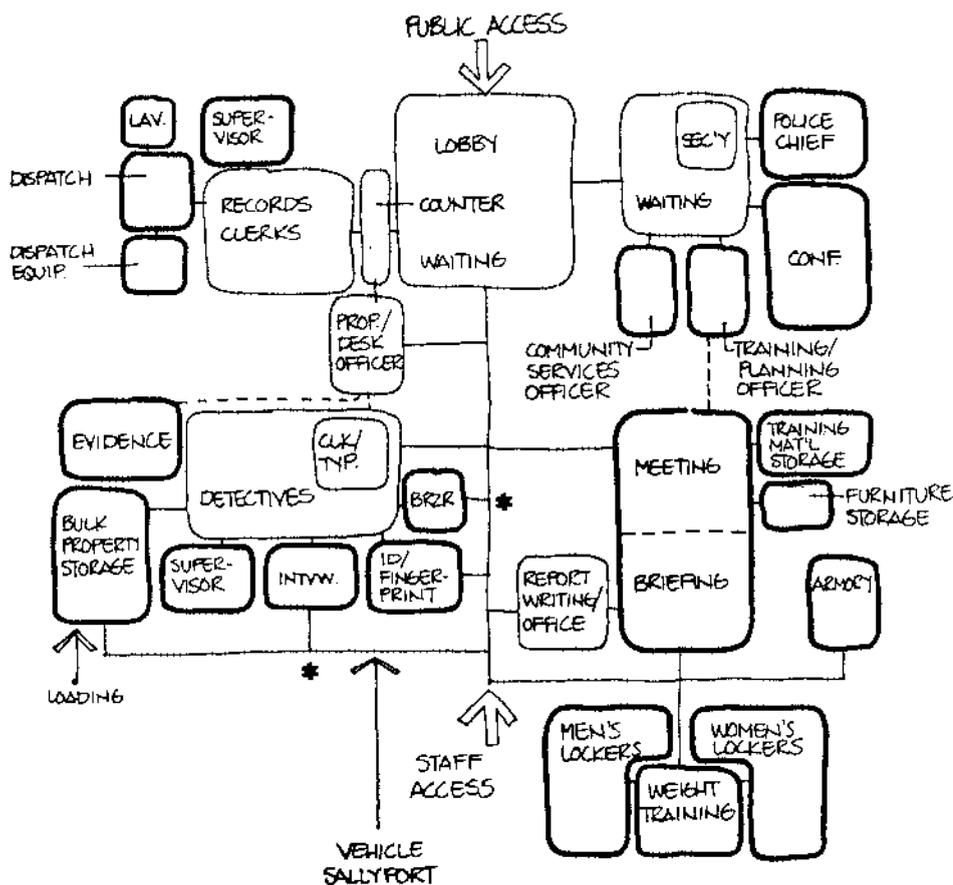
No space is programmed for holding because it is assumed that the existing contract with the county for detention services will be continued. State standards differ for "temporary holding facilities" (THF; 9 hours or less) and "short term confinement facilities" (STCF; 24 hours or less), the latter requiring more staff training, medical care, and food service provisions (and others). See CAC, Title 15, §4, (1979). The following facility needs are estimated, assuming a THF: booking room (180 sq.ft.), storage (180 sq.ft. including refrigerator and sink), 1 holding room for 4 (140 sq.ft.), 2 isolated one-person rooms (each @ 60 sq.ft.), janitor storage (650 sq.ft.), circulation/mechanical/observation allowance (estimate 400 sq.ft.). This is a total of 1,080 net sq.ft. Linen service to be on contract.

# Design Criteria

## Adjacencies (within a department)

The principal adjacencies are shown in the accompanying illustration and follow the groupings described above. The major space clusterings are as follows:

- Records and dispatch areas, with dispatch secure from public.
- Community services, training, chief, and conference areas.
- Tactical room and briefing room, to open as one space.
- Locker areas and physical training.
- Breathalyzer, interview, ID, and report areas near to a staff entrance.
- Holding, if provided, near to secure entrance but not so isolated that staff supervision of detainees is inconvenient.

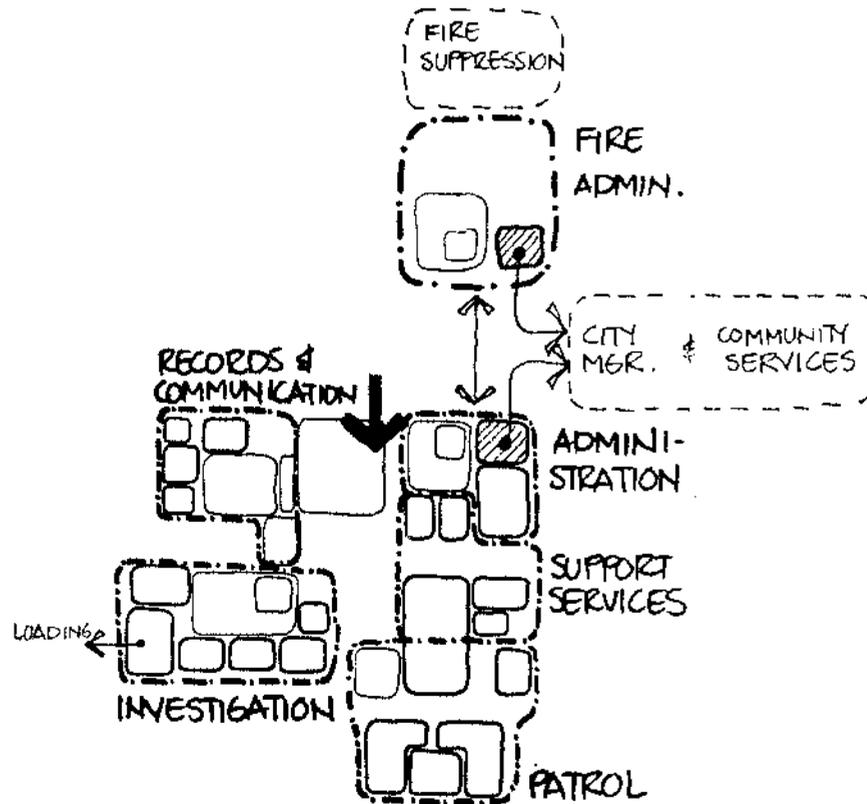


\* Denotes possible locations for holding areas if provided. An external sallyport (fenced carport is adequate) is essential. Direct prisoner entry into booking area is desirable.

### Proximities (between departments)

Administration must have access to city management. Fire administration, if ever an in-house service, should be adjacent to and incorporated with law enforcement administration.

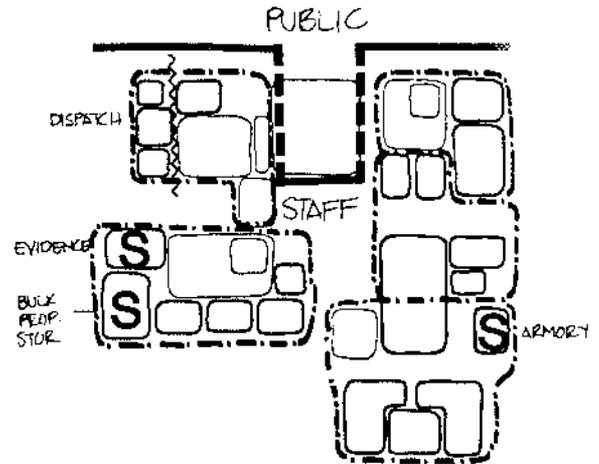
Easy and quick access to the street is needed for police patrol staff, and special consideration of direct access to Hawthorne should be made. Bulk property requires a loading area in a secure lot, and the staff entrance (must be separate from the public entrance) should also open onto a secure area where patrol vehicles may park.



## Controls

Controls on movement apply to staff, visitors, and witnesses, and the building should be zoned into appropriate security areas as follows:

- Public Zone--lobby and counter only.
- Visitor Zone--chief's waiting area, conference room, community services officer, and large training/meeting room.
- Witness Zone--interview, breathalyzer, fingerprint/ID (this room also may lie in the visitor zone if used for staff photographs and identification).
- Staff Zone--this includes two types of space, general staff areas and secured areas. The staff zone includes all the areas not listed above, the secured areas being dispatch, evidence, armory, and property areas.



## Special Equipment

Special equipment includes the dispatch radio, requiring antenna and (possibly) relay devices, telephone connections to other public safety agencies, (possibly) alarm boxes, and provision for closed circuit television monitoring of the civic center areas at night. Meeting and briefing areas require wall displays and provision for movie and slide projection. Emergency power generation (can be shared with fire services) should be provided.

If prisoner holding is provided, closed circuit television and sound monitoring are recommended supplements to (but not substitutions for) regular guard supervision.

## Environmental Requirements

Dispatch must be secure and requires special acoustic and HVAC attention. Records should be securable at night in case only one person is on duty, and an intercom from the front door to dispatch and to records is essential.

Holding, if provided, should have natural light and air. Male and female, adult and juvenile sight and sound isolation must be provided.

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC SAFETY: LAW ENFORCEMENT (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>ADMINISTRATION</u>						
Director (Chief) /PO	180	-	180	1	180	180
COMMENT: Access from public corridor required through secretary and reception area.						
Secretary /cws-ref	40	40	80	1	80	80
COMMENT: Secretary must be adjacent to director's office and waiting area.						
Unit Equipment (allowance)	-	-	-		40	40
Waiting/Reception (seats 2-4 persons)	120	-	120		120	120
Conference Room (seats 8)	240	-	240		240	240
COMMENT: Larger conferences should be accommodated in the training/briefing rooms below.						
Subtotal, ADMINISTRATION				2	660	660
<u>SUPPORT SERVICES</u>						
Community Services Officer /PO	150	-	150	1	150	130
(alt)//ENO	130	-	130			
(continued)						

READING THIS DATA SHEET

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Standard: See "Standards" section for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC SAFETY: LAW ENFORCEMENT (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Training/Planning Officer /PO (alt)//ENO	150 130	- -	150 130	1	150	130
Meeting/Tactical Room	240	-	240		240	240
COMMENT: This room should be designed with the Briefing Room (in Patrol) so that both open up to one space. Combined, it should be designed to seat up to 28 persons in movable chairs, with space for a table at the front. It will then serve for training sessions and large conferences.						
Chair and Table Storage	60	-	60		60	60
Training Material Storage Room	120	-	120		120	120
COMMENT: This room is to be used for storage of training materials and audiovisual equipment; it must be lockable and must be designed with corresponding storage capability.						
Property/Desk Officer				3		
COMMENT: The desk officer is to handle evidence, take complaints, and serve the station house (headquarters) during the day. A complaint counter is included with Records, below.						
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC SAFETY: LAW ENFORCEMENT (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Evidence Storage (fire and theft secure)					240	240
Lockers	-	-	60			
Evidence Room	180	-	180			
COMMENT: The evidence lockers should be keyed (like bus or airport lockers) opening onto staff circulation. Only the property officer can have access to the Evidence Room. Lockers can be designed to have open backs which are accessed from the Evidence Room.						
Weapons Room (Armory) (fire and theft secure)	120	-	120		120	120
Bulk Property Storage Room (fire and theft secure)	600	-	600		1,000	1,000
COMMENT: The evidence, weapons, and bulk property rooms must be located in a secure zone (without public access) monitored by the property/desk officer. The bulk property room requires double outside doors opening onto loading area for the transfer of recovered property (such as bicycles) and other items.						
Subtotal, SUPPORT SERVICES				5	2,080	2,040
<u>RECORDS/COMMUNICATIONS</u>						
Supervisor				1	150	130
/PO	150	-	150			
(alt)//ENO	130	-	130			
COMMENT: Office should be designed with glass partition for visual communications with clerical areas.						
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC SAFETY: LAW ENFORCEMENT (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Records Clerks (work in shifts) /cws (share) 3 @ (alt)//EN	29 25	31 20	60 45	7	180	135
Public Counter (3. stations @ 60)	-	-	180		180	180
COMMENT: Allows for records clerks and for a complaint desk.						
Waiting/Lobby Area	-	-	240		240	240
COMMENT: This area is to act as the building lobby. A portion must be allocated to waiting space in front of the public counter.						
Unit Equipment (allowance)	-	-	-		360	360
COMMENT: Unit equipment would include files, camera unit for microfilm, microfilm reading and copy equipment, teletype machine station, etc.						
Stationery, Forms, and Office Supply Room	60	-	60		60	60
Dispatch Room (one radio dispatch console plus back-up console)	240	-	240	5	240	240
COMMENT: Dispatch room must include emergency radio equipment.						
Dispatch Radio Equipment Room	120	-	120		120	120
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC SAFETY: LAW ENFORCEMENT (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Lavatory	60	-	60		60	60
COMMENT: The equipment and dispatch rooms must be adjacent, and equipped with appropriate power, ventilation, acoustic isolation, security, and antenna connections. The lavatory is required for dispatch operator and must access the dispatch room.						
Subtotal, RECORDS/COMMUNICATIONS				13	1,590	1,525
<u>INVESTIGATIONS</u>						
Supervisor				1	150	150
/PO	150	-	150			
COMMENT: Office should be acoustically secure and lockable.						
Clerk Typist				1	80	75
/cws-ref	40	40	80			
(alt)//EN	53	22	75			
COMMENT: The EN75 would allow for more storage and work surface over the conventional workstation.						
Unit Equipment (allowance)	-	-	-		120	120
Detectives				4	340	300
/cws-sch	42	33	75			
/file (2-drawer)	-	-	10			
(alt)//EN	53	22	75			
COMMENT: The EN75 will allow for a side chair and partition hung storage equivalent to the conventional station plus free-standing file.						
(continued)						

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC SAFETY: LAW ENFORCEMENT (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Interview Room (seats 4 persons)	120	-	120		120	120
Breathalyzer	60	-	60		60	60
ID/Fingerprint	120	-	120		120	120
COMMENT: The ID room should contain a sink and fingerprint counter, and a camera area. Access convenient to the patrol entrance is needed.						
Subtotal, INVESTIGATIONS				6	990	945
<u>HOLDING</u>						
COMMENT: No holding space is programmed. If it is later desired, see the preceding "rationale of space allocations" for a description of needs.						
<u>PATROL</u>						
Watch Supervisor				5	-	-
COMMENT: We assume a working supervisor for patrol, but desk space is essential. We provide space for the supervisor in the Report Room, below.						
Patrol Officer			(no workstations)	17	-	-
Briefing Room (seats 10)	240	-	240		240	240
COMMENT: This Briefing Room should be adjacent to the Meeting/Tactical Room in Training; the rooms should have sliding, folding, or tambour doors separating them, which can be opened for a large training or assembly space as needed.						
(continued)						

READING THIS DATA SHEET

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# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC SAFETY: LAW ENFORCEMENT (cont'd)

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
Report Writing Room	180	-	180		180	180
COMMENT: This room must contain a desk for the watch supervisor, and counter space for report writing to be shared by other staff.						
Men's Locker Room					335	335
Lockers	20 @ 10	-	200			
Shower		-	35			
Toilets		-	100			
Women's Locker Room					185	185
Lockers	10 @ 10	-	100			
Shower		-	35			
Toilets		-	50			
COMMENT: The proportion of men's lockers to women's lockers reflects current trends. Design of facilities should allow for changes in the future.						
Weight Training Room	240	-	240		240	240
Weight Storage Room	60	-	60		60	60
COMMENT: Weight training room includes one fixed-weight machine and an open padded exercise area. Room must be adjacent to locker rooms.						
Subtotal, PATROL				22	1,240	1,240
Total, LAW ENFORCEMENT				48	6,560	6,410
Circulation and Layout @ 14%					918	897
TOTAL NET SQ.-FT.					7,478	7,307

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## PUBLIC WORKS MAINTENANCE FACILITIES

### PROGRAM DETAILS

#### BACKGROUND

Public works maintenance functions consist of general maintenance (street repair, medians, etc.) and of parkland maintenance, all of which is performed under contract. The park development plan calls for significant increases in park maintenance needs (there is now only one park and it is not large). In addition to continuing the current contract style services, the department intends to contract for two general maintenance, labor intensive work crews which will report directly to the department for daily assignments. Although not so strictly controlled as this, one crew has reported daily to the existing civic center site where it routinely parks the crew truck and another piece of equipment.

#### BASIC ASSUMPTIONS

The program here is based on a contract service operation. We have assumed that the practice of parking some crew equipment on this site will occur, partly because it is consistent with present practices and the intended future operations, but primarily because the small investment in space may result in improved contract bidding and negotiation. Development of the parks will also imply more labor intensive work opportunities, and we assume that similar on-site reporting and vehicle parking should be provided for a park maintenance crew.

The site will not allow for full service operations, but a modest increase is conditionally provided for as described at the beginning of this report. Typically, if expansion is needed, it will most likely occur in (a) bulk equipment storage, such as mowers, chippers, compressor, and hand tools, (b) consumable supplies, such as cement or fertilizer, and (c) temporary debris or loose bulk storage, and somewhat less likely in (d) vehicle storage. In all cases, all requirements are programmed under cover.

## ARCHITECTURAL PROGRAM

Following are the function profile and detailed data sheets for public works maintenance facilities needs. Please refer to the introduction to the architectural program for an explanation of how to interpret the information presented in them.

# Rancho Palos Verdes Civic Center Function Profile

PUBLIC WORKS

-Maintenance Section  
General and Parks  
1990 Contract Level

## Definition of Services

Public works maintenance in a projected contract operation will consist of three contracted crews of three persons each--landscape, median, and parks crew. The crews will be supervised by the Contracts Monitor/Inspector programmed with the department's office area. The day-to-day maintenance of city streets, medians, and parks will be assigned to the crews. Major repair work, routine activities, or development will be contracted. These minimally sized crews allow for "in-house" capability to make emergency repairs or for unscheduled work needs.

## Rationale of Space Allocations

Space is required for public works maintenance crews, whether contracted or city staff, for a number of reasons. The dedication of a specific location for crews to report and for storage of vehicles or equipment allows for closer monitoring, control, and organization of work activities. Enclosed vehicle and equipment parking and storage prevents unnecessary weathering or deterioration of items and reduces the threat of vandalism or theft (a more likely occurrence with the evening and weekend use of surrounding park areas). In addition, enclosed storage areas conceal the clutter and unsightliness usually associated with such work areas. Providing space for storing some equipment may make contract bidding more attractive and may therefore widen the market for contract service companies.

Public works maintenance is divided into two crew areas, public works crew and park crew, and two support areas, employee support and open areas. In the event that parks maintenance areas are placed on park land, whether at this site or a remote site, the space requirements can be readily divided.

### Maintenance Administration

Administrative functions for this section are provided by the Contracts Monitor/Inspector position programmed with the Public Works Office-Based Section.

Rationale of Space Allocations (continued)Employee Support Area

A small central facility must be provided for a crew locker room, assembly and work assignment area, a workstation for the crew foremen, and a time clock area. This facility would allow for easier monitoring of staff and organization of work activities in that the crews must report at the city hall site at minimum the beginning and end of the work day.

This facility will remain at a city hall site in the event that the parks maintenance area is removed to a park site. No duplication of support area will occur. If a conflict does arise with the removal of parks maintenance area, the programmed employee support area should be reconsidered.

Public Works Crew

A two bay equipment garage is required. This will allow for the parking of two vehicles (one pickup truck per crew) and some equipment storage in the forward areas of the bays. A small tool room is also required for the secured storage of power and hand tools.

Parks Crew

A single bay equipment garage is required by the parks crews for the parking of a vehicle and the storage of tools and equipment. The parks crew will utilize the employee facility located on the city hall site whether the garage is located on city property or at a park site.

Covered Areas

Covered material bins and a plant material area have been programmed as a separate portion of public works maintenance. However, the open areas are likely to be used only by the parks crew and can be placed at a park site should it be so decided.

Material bins are required for the storage of such things as park sand, tree bark, and wood shavings. The quantity of material stored is intended only for repair and replacement of pre-existing materials, not as bulk storage for park development. Walled storage bins are recommended over open piles of materials for visual and space efficiency considerations.

An area for plant materials is required to accommodate limited amounts of donated plants or trees and special nursery items prior to their removal to park sites. A portion of the area should be dedicated to large plantings such as trees and shrubs. A lath lean-to is recommended in the remaining area for the protection of seedlings or delicate plants from excessive heat or wind conditions. The entire area must be securable to reduce the likelihood of theft and vandalism.

# Design Criteria

PUBLIC WORKS

-Maintenance Section

General and Parks (cont'd)

1990 Contract Level

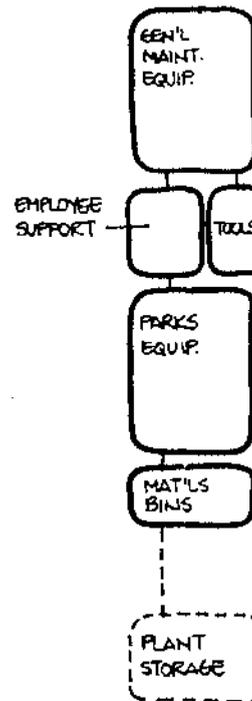
## Adjacencies (within a department)

There should be direct access between the tool room and the general equipment bays.

Employee facility may open either into the bays or directly to the outside, or both.

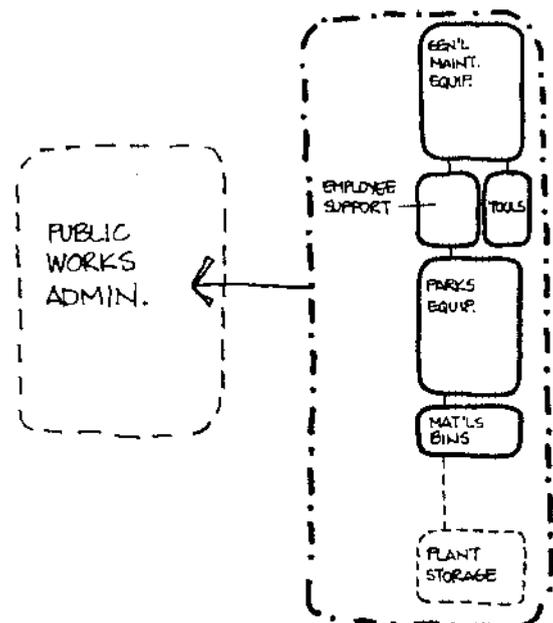
Some materials used in maintaining parks may be useful to general maintenance, although not frequently; convenient access is preferred, but not strongly required.

Parks maintenance components may be off the civic center property, but it should be noted that only one locker facility is included, to be located with general maintenance components.



## Proximities (between departments)

While administration is located in the city hall and interaction is important, convenient access is preferred but access by car, if necessary, is acceptable. Neither maintenance facility should be inconveniently remote, however.



PUBLIC WORKS

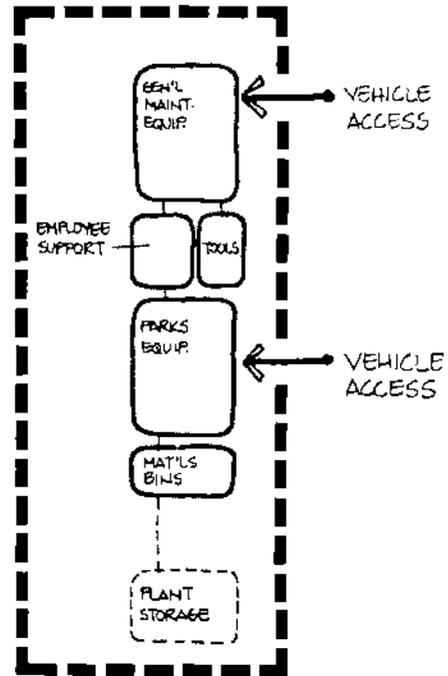
-Maintenance Section

General and Parks (cont'd)

1990 Contract Level

### Controls

While city vehicles must have easy access to the equipment bays, overall access must be controlled for safety to public and for theft security.



### Special Equipment

Equipment Bays:  
Overhead doors

Employee Facilities:  
Lockers  
Showers  
Toilets  
Time clock

### Environmental Requirements

Equipment Bays:  
Adequate ventilation

# Rancho Palos Verdes Civic Center Architectural Program

1990 Full Service City  
Net Space Requirements

PUBLIC WORKS  
-Maintenance Section  
General and Parks (cont'd)  
1990 Contract Level

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>MAINTENANCE ADMINISTRATION</u>						
COMMENT: Administration is provided by the Contracts Monitor/Inspector position included with office staff.						
<u>EMPLOYEE SUPPORT AREA</u>						
Employee Facility (for male and female)					300	-
Lockers 9 @	-	-	10			
Shower	-	-	35			
Lavatory 2 @	-	-	50			
Time Clock Area	-	-	75			
Subtotal, EMPLOYEE SUPPORT AREA					300	
<u>PUBLIC WORKS CREWS</u>						
Landscape Crew - members				3		
Medians Crew - members				3		
Equipment Garage 2 bays, equipment @ 450	-	-	900		900	-
COMMENT: This space is programmed here as an enclosed garage for security and equipment protection.						
Tool Room					100	-
Subtotal, PUBLIC WORKS CREWS				6	1,000	-
(continued)						

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1990 Full Service City  
Net Space Requirements

PUBLIC WORKS  
-Maintenance Section  
General and Parks (cont'd)  
1990 Contract Level

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>PARKS CREWS</u>						
General Crew Members				3		
Equipment Garage Storage Bay	450	-	450		450	-
Subtotal, PARKS CREWS				3	450	-
<u>COVERED AREAS (for use by Parks)</u>						
Materials Bins 3 Bins, 10' x 15'	150	200	350		1,050	-
COMMENT: This area may be provided in a garage-type space contiguous to the equipment garages noted above.						
Plant Materials (lath structure, equipped with workbench and plumbing)					1,000	-
Subtotal, COVERED AREAS					2,050	
Total, PUBLIC WORKS MAINTENANCE (GENERAL AND PARKS)				9	3,800	-
(Circulation allowance is not required.)						
(continued)						

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PUBLIC WORKS  
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General and Parks (cont'd)  
1990 Contract Level

Item Description	Standard (nsf)			1990 Requirement		
	Item Allowance	Access	Total	Staff	Conventional	Mixed Conv & Sys
<u>RECAPITULATION:</u>						
GENERAL MAINTENANCE SPACE						
- Buildings <sup>a</sup>					1,300	-
PARKLAND MAINTENANCE SPACE						
- Buildings					450	-
- Covered Areas <sup>b</sup>					2,050	
<p><sup>a</sup> Includes lockers for both parkland and general maintenance.</p> <p><sup>b</sup> Includes 1,000 sq.ft. lath structure. Remaining 1,050 sq.Ft. may be designed as and included with "buildings."</p>						

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