

Town of Lincoln, RI
Proposed Municipal Offices Program

Program Space	Net Area Each	Number Req'd.	Total Area Req'd.
Public Spaces			
Public Entrance Vestibule	80	1	80
Public Lobby	250	1	250
Public Toilets	225	2	450
Town Council / Meeting Room	1865	1	1865
Public Conference Rooms	200	3	600
Public Area Subtotal			3245
Town Administrator			
Town Administrator Office	260	1	260
Town Administrator Assistant	125	1	125
Town Administrator Conference	350	1	350
Department Subtotal			385
Including Circulation (12%)			431
Assessors Office			
Town Assessors Office / Conference	200	1	200
Assessors Assistants	50	3	150
Future Growth	50	1	50
Public Counter Area	35	2	70
File Storage (9+/- f.c.)	110	1	110
Work Area	80	1	80
Department Subtotal			660
Including Circulation (12%)			739
Building Department			
Building Official Office	120	1	120
Zoning Officer	80	1	80
Administrative Assistants	50	1	50
Future Growth (Min. Housing Stds.)	50	1	50
Public Counter Area	35	3	105
Code / Manual Library	40	1	40
File Storage (15+/- f.c.)	180	1	180
Work Area	80	1	80
Department Subtotal			705
Including Circulation (12%)			790
Town Clerks Office			
Town Clerks Office	120	1	120
Clerks Assistants / Computer Station	50	3	150
Future Growth	50	1	50
Public Counter Area	35	3	105
Records Vault (Existing)	550	1	550
File Storage (6+/- f.c.)	70	1	70
Work Area	80	1	80
Department Subtotal			1125
Including Circulation (12%)			1260
Engineering Department			
Town Engineers	80	2	160
Grant Writer	50	1	50
Future Growth (GIS System)	80	1	80
Drafting Area	80	1	80
Code / Manual Library	40	1	40
File Storage (6+/- f.c. + 2 Flat files)	90	1	90
Work Area	80	1	80
Department Subtotal			580
Including Circulation (12%)			650

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Finance / Tax Collection Office			
Finance Directors Office	120	1	120
Senior Accountants / Administrators	80	5	400
Jr. Accountants / Admin. Assistants	50	5	250
Public Counter Area	35	2	70
Secure Public Waiting Area	120	1	120
Tax Vault	35	1	35
File Storage (12+/- f.c.)	145	1	145
Storage	60	1	60
I.T. Work Area	80	1	80
Printer / Work Area	80	1	80
Department Subtotal			1360
Including Circulation (12%)			1523
Parks and Recreation Department			
Parks and Rec. Workstations	80	2	160
Admin. Assistant	50	1	50
General Storage Area	80	1	80
Department Subtotal			290
Including Circulation (12%)			325
Personnel / Risk Management			
Personnel Directors Office / Conf.	200	1	200
Future Admin. Assistant	80	1	80
Department Subtotal			280
Including Circulation (12%)			314
Planning Department			
Town Planners Office	120	1	120
Planning / Housing Assistants	50	3	150
Future Growth	50	1	50
Public Conference Room	160	1	160
File Storage (6+/- f.c.)	70	1	70
Department Subtotal			550
Including Circulation (12%)			616
Public Works Department			
Public Works Directors Office	200	1	200
Program Managers Office	120	1	120
Sewage Department Office	120	1	120
Department Subtotal			440
Including Circulation (12%)			493
Purchasing			
Purchasing Agent Office	120	1	120
Future Accounts Payable Office	120	1	120
Future Admin. Assistant	50	1	50
Department Subtotal			290
Including Circulation (12%)			325
Town Solicitor's Office			
Town Solicitor's Office	120	1	120
Town Communications Center / Work	80	1	80
Town Employee Break Room	200	1	200
Total Net Program Area			11110
Record Storage - All Departments - 45%			5000
Mechanical / Electrical - 9%			1000
Gen. Circulation and Structure - 35%			6000
Total Building Area (GSF)			23110