

Manchester Senior Center – Architectural Program of Requirements

Space Name	Notes	Location	Sq Ft	Reference Information
Main Entrance Vestibule	Air lock vestibule – automatic sliding doors, appropriately wide and deep to support effective indoor/outdoor separation and snow/debris walk-off (10’ deep x 14’ wide provides 6’ clear opening, allowing people to pass comfortably). Bench seating can be accommodated if desired.	Main entrance	140	
“Café” (beverage, snack and/or meal concession TBD)	Space allowance for a concession in the main lounge area to be determined. Options range from a self-serve “market” to counter service – all with seating to occur in the surrounding lounge area. Allowance would provide for a small securable “market” <u>or</u> a service counter/reach-in display area, back-of-counter lite prep area with sink, and storage. Actual needs TBD with an operator TBD.	Visible location in main lounge area	150	
Main Lounge	Square footage allowance for main lounge area with hospitality ambiance – “zoned” through design/furnishings for various uses including waiting/gathering before and after activities/services, waiting for transportation, drop-in socialization and game playing, café seating, jigsaw puzzling, etc. Furnished to accommodate ~30 with a variety of seating options (tables of various sizes, soft seating). Incorporates a prominently located fireplace, possible tv area.	Adjacent to the lobby at the main entrance; café concession to be incorporated.	1000	
Library	Quieter lounge with one wall of book/media shelving, two 2-top tables, soft seating for 4-6 people. <b>Envisioned primarily for drop-in use as a lounge rather than scheduled activity space.</b>	Adjacent to main lounge – other options could be considered	250	Assumes that <u>scheduled</u> activities that make use of the library in the current center would be accommodated in other rooms.

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Space Name	Notes	Location	Sq Ft	Reference Information
Dining/Assembly Room	<p>Large multi-purpose room – primary day-to-day function is lunch program, but will also support a broad spectrum of other uses requiring generous space including assembly events, XL classes, special events of all sorts, emergency shelter use, etc. Assumes use of portable platform as needed for speakers, performers, etc. Includes space for storage of program-related items (furniture and platform storage identified separately). Proposed with a motorized acoustic partition, with direct access to both sections from the corridor/ lobby for use as two separate multi-purpose rooms when needed. Allocation of divided space (50/50, 60/40 etc. TBD).</p> <p>Full A-V capacity required in both sections</p> <p>Full room capacity with 8' x 16' platform in use = 100 seated at tables for meals and other uses, 125+ in rows of chairs with generous clearances.</p>	<p>Direct connection to kitchen (possibly from both sections), table &amp; chair storage – near restrooms. Provide adequate corridor/lobby space for break-out. Direct connection to patio would be desirable.</p>	2400	
Table & Chair Storage (Dining/Assembly)	<p>Space allowance for storage room/closet for tables &amp; chairs, podium, portable platform sections and other large items used in the dining/assembly room. Actual space needs could vary pending discussion of types/quantities of furniture, platform sections, etc. to be stored.</p>	<p>Direct access from Dining/ Assembly – possible dual access from corridor</p>	200	
Kitchen	<p>Space allowance for State of CT Class 4 Licensed Commercial Kitchen – primary use is daily lunch program, also for caterers' use, incidental program-related uses, and food prep when building is used as an emergency</p>	<p>Connected to the dining room, adjacent or included delivery entrance</p>	700	

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Kitchen, continued	shelter. Proposed is ~115% of current kitchen & pantry. Equipment needs, licensing and space requirements to be confirmed. Also review receiving issues.			
Exercise /Dance Studio	Dedicated “studio” with appropriate flooring, temperature control, lighting, mirror wall with barre, etc. sized to accommodate a broad spectrum of exercise and/or dance forms (large classes), and indoor sports/active games. Includes bench/cubbie area and storage for mats, equipment, stacked chairs, etc.  Incorporating a motorized acoustic partition would provide additional flexibility and allow the room to be divided into two sections more comfortably sized for smaller groups (and activities that require less personal space) when applicable.	Adjacent to equipped fitness	2100	
Equipped Fitness Room	Space allowance for 12-14 pieces of senior-appropriate stationary equipment (mix of aerobic and resistance TBD) plus small open area for stretching and use of hand weights, etc. Incorporates bench/cubbie area.	Adjacent to exercise studio	850	
Arts & Crafts Studio	Seats 16-24+ depending on activity space needs, incorporates generous counter/cabinet storage areas with sinks and storage closet for larger items. Intended for scheduled classes, groups, <i>and drop-in use</i> , for media that require a “cleaner” environment (vs. ceramics/pottery studio), including but not limited to painting, sewing, quilting, needle crafts, seasonal crafts.	Flexible, natural light with northern exposure desirable – grouped with pottery/ceramics	900	

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Space Name	Notes	Location	Sq Ft	Reference Information
Pottery/Ceramics/Maker Studio	“Pottery studio” environment with 4 potter’s wheels and generous worktable space for ceramics and general use. Includes attached kiln room (2 kilns), supply/ greenware storage, storage for works in progress – counter/cabinet areas (2 sinks with mud traps), and work bench area. Envis-ioned for scheduled classes, groups, <i>and drop-in use</i> .	Flexible – grouped with arts & crafts	1470	
Classroom	Appropriately sized, furnished and equipped to support a variety of educational/cultural classes, presentations, etc. – sized for 24 classroom style with counter/cabinet area included, A-V projection. Suitable for tech-related classes and groups – assumes all devices are portable (no desktop stations)	Flexible – ideally grouped with Meeting Rooms	914	
Meeting Room A	Used for discussion-based classes and groups (including support groups), various club/social and special-interest group meetings etc. Seats 24-30 (typically in conference room configuration), includes counter/cabinet area, A-V projection. Suitable for some tech-related classes and groups – assumes all devices are portable (no desktop stations proposed).	Flexible – ideally grouped with Meeting B	550	
Meeting Room B	Similar to Meeting Room A, scaled down for a more intimate setting for groups of 12 or less. Includes counter-cabinet area.	Flexible – ideally grouped with Meeting A	300	
Flex-use cubicles	Four (grouped) flex-use semi-private cubicles for services and activities such as technology mentoring, income tax assistance, volunteer tasks, drop-in use of desktop computer, etc. At least two equipped with desktop computers. Each cubicle sized for two people to sit side-by-side comfortably.		160	

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Space Name	Notes	Location	Sq Ft	Reference Information
Game Room	Flex-use room sized to accommodate 12 card tables, incorporates furniture storage closets and counter/cabinet area. Incorporating a motorized acoustic partition would provide additional flexibility and allow the room to be divided into two sections more comfortably sized for smaller groups when applicable (and allow two activities to function concurrently).	Flexible	1134	
Billiards Room	Sized to accommodate three 8' regulation billiards tables with appropriate clearances, seating for players and spectators, and small counter area.	TBD	805	
<b>Senior Center Office Suite</b>	<p>Space allowance for a limited-access suite of offices and support spaces to accommodate staff/administrative needs including customer service. Note that some spaces/resources within this suite are proposed for <u>shared use</u> with Health and Social Services staff/partners** (described separately below).</p> <ol style="list-style-type: none"> <li>1. Senior Center Director's Office</li> <li>2. Recreation Supervisor's Office</li> <li>3. Offices/workspaces (TBD) for the Senior Administrative Secretary and Clerical Assistant</li> <li>4. Customer Service counter (lobby side)</li> <li>5. Semi-private workspace (cubicles) for 2 Program Assistants plus 2 flex-use</li> <li>6. 1 private office currently unassigned (to support future staff growth)</li> <li>7. Copy/mail/supply room**</li> <li>8. Staff break room**</li> <li>9. Small conference/consultation room**</li> <li>10. Inactive file storage</li> </ol>	<p>Controlled access via the main lobby or adjacent corridor.</p> <p>Customer service counter/window in the main lobby</p> <p>Emergency egress via secondary (health &amp; social services) entrance described below</p>	<p>130</p> <p>120</p> <p>100</p> <p>100</p> <p>100</p> <p>218</p> <p>120</p> <p>80</p> <p>144</p> <p>280</p> <p>48</p>	

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Space Name	Notes	Location	Sq Ft	Reference Information
<b>Health &amp; Social Services Suite</b>	Space allowance for a limited-access suite of offices and support spaces with a direct connection to the Senior Center office suite (above) to facilitate ease of communication/ coordination and sharing of amenities designated above**. Consider positioning this suite for dual access via an access-controlled secondary entrance (for privacy) as well as from within the Center. <u>The secondary entrance would also serve as emergency egress for the office suite.</u>	Adjacent to seating for waiting. Easy access to staff/admin suite amenities identified for shared use**		Possible separate exterior entrance depending on the location in the building
	1. Two adjacent, appropriately equipped private rooms used for misc. <b>health services</b> , screenings, exams, counseling, etc. provided by the Public Health Nurse and others, possibly including a physician. May also used for massage and/or “sick room” when needed. Allocation of square footage TBD during design.		120	
	2. Two private <b>social services</b> offices, each sized for a social worker plus two guests – when more space is needed they will use the small conference consultation room (described in Office Suite above)		120	120
	3. One <b>flex-use consultation room</b> for a service provider plus two guests, suitable for anything from legal to mental health counseling.		120	
	4. <b>Waiting area</b> with seating for 6 (overflow waiting outside of suite in adjacent area when needed)		120	
	5. <b>2 private-use restrooms</b> for staff and client use		60	60

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<b>Human Services</b>	1. <b>Human Services Director's Office</b> with a workstation and a conference table for 4		180	
	2. Admin. Workstation		120	
	3. Copy and files area		80	
	4. Storage closet		30	
<b>Health Department</b>	1. Health Director's Office With a workstation and a conference table for 4		180	
	2. Chief Sanitarian Office		120	
	3. Nurse Office		120	
	4. Admin workstations		140	
	5. Health Staff workstations		210	
	6. Community Health Providers suite		210	
	7. Copy/Files/Vaccine refrig		80	
	8. Medical waste closet		30	
	9. Medical equipment storage		100	
	10. Public check-in		120	
Emergency Shelter-related needs	Space allowance for on-site storage of items needed when the building is used as an emergency shelter plus two accessible shower/toilet rooms used exclusively for sheltering purposes.	TBD	390	
			78	
			78	
Rest Rooms	Allowance for multi-fixture and private restrooms, distribution TBD. 2 four-fixture rooms (M & W) 2 two-fixture rooms (M & W) 4 private/companion rooms	Distributed for ease of access throughout building	266	
			266	
			180	
			180	
			60	
			60	

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Janitorial	Space allowance for “janitor’s closets” and related supply storage	TBD	40 40	
MEP & technology	Square footage allowance for rooms/closets required for mechanical, electrical, plumbing & tech. equipment		300	
General Storage	Square footage allowance for storage room/s to accommodate seasonal decorations and items not stored in spaces identified above		160	
<b>Sub Total (Net SQ FT) Core Program</b>	Total proposed program space		20,241	

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<b>Outdoor Amenities of Interest</b>				Priority levels for all to be determined based upon the attributes of specific site options as they are evaluated.
Patio/s with partial sun protection	High priority outside of Dining/Assembly room; highly desirable outside of main lounge/cafe – other options may also be considered			
Bocce courts	2 regulation courts with adjacent seating			
Community garden	Flowers, herbs, etc. - incorporate some raised planters. Provide appropriate garden shed and hose connections.			
Lawn games area	Flat – could also be used for tai chi/exercise			
Walking trail	Strong interest in outdoor walking opportunity on-site and or connecting to adjacent amenity. Could include senior-appropriate exercise stations.			