

Montreat Town Hall

Preliminary Program of Spaces

June 5, 2014

Public & Common Use Space

| | |
|-------------------------|--------|
| Council Room, 40 people | 844 SF |
| Break-Out Room | 225 SF |
| Break Room | 145 SF |

Administration

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|-----------------------|------------------------------|
| Town Clerk | 150 SF |
| Finance Officer | 150 SF |
| Town Administrator | 230 SF |
| Reception/ Waiting | 410 SF |
| Public Access Kiosk | 50 SF, Included in Reception |
| Conference Room | 285 SF |
| Workroom | 215 SF |
| Central Files Storage | 190 SF |

Planning and Inspections

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|-----------------------|--------|
| Inspector's Office | 210 SF |
| Plans & Files Storage | 175 SF |

Police Department

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|------------------------------|--------|
| Police Chief | 185 SF |
| Patrol Office, Evidence Deck | 520 SF |
| Evidence Room | 210 SF |
| Equipment Storage | 160 SF |
| Weapons Storage | 100 SF |
| Interview Room | 100 SF |

Support Spaces

| | |
|-------------------------------|-------------------------|
| Bathrooms, Showers, Janitor | 700 SF |
| Mechanical, IT/Electrical | 425 SF |
| TOTAL APPROXIMATE AREA | 7,695 - 7,810 SF |

Areas shown represent average size of each space in two-story and three-story conceptual diagrams.