

Township of Haverford



Master Plan

**Report of the Property Committee
Of the Haverford Township Board of Commissioners**

June 13, 2011

Haverford Township

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Special Acknowledgment

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I. Introduction

A. About Haverford Township

Haverford Township is comprised of approximately 10.01 square miles in the northeastern section of Delaware County, Pennsylvania, and part of the western suburbs of the City of Philadelphia. Haverford is home to more than 48,400 residents, who are served by over 315 employees in the Township's various Departments, including:

- Administration;
- Codes Enforcement;
- Community Development;
- Finance;
- Fire Marshal;
- Public Health;
- Paramedic;
- Parks and Recreation;
- Police;
- Public Works;
- Sewer; and
- Skatium.

B. Mission Statement

The mission of Haverford Township is to serve the best interests of all of our residents by providing and maintaining a safe, healthy and more enjoyable place to live.

We recognize the dignity and worth of public service and are dedicated to the highest standards of integrity.

We pledge to be a self-motivated, responsive municipality that continually strives to provide the most efficient, effective and fiscally responsible level of service for Haverford Township.

C. Purpose

The purpose of this Master Plan is to:

- Identify the structures owned by Haverford Township;
- Identify needed major repairs; and
- Identify the need to maintain our public facilities in a manner that breeds efficiency of operations and resources.

This report is intended to provide a decision-making tool and contemporary analysis of the needs of the community facilities for Haverford Township.

D. Background

The Township Property Committee recognizes the need to periodically analyze Township-owned facilities, and make a determination about their efficacy in operating the specific programs and services provided to the public.

In August, 2009, the Township Property Committee of the Haverford Township Board of Commissioners, Chaired by Commissioner Daniel Siegel and including Commissioners Jeff Heilmann, James McGarrity and Rob Trumbull, met and began to prepare an inventory of and an analysis of those needs.

In preparing this report, the Committee relied upon prior reviews and analysis, as well as a new analysis of facilities, and noted those recommendations for building improvements that have been completed. During its review, the Committee made three public presentations and posted those summary reports on the Township’s website for public inspection.

This Master Plan is intended to build on and update the Community Facilities plan contained in the Comprehensive Plan.

II. Inventory of Facilities (Township Owned Buildings)

ADMINISTRATION OFFICES					
Building/Structure	Address	Description	Square Feet	Date Built	Last Upgraded
Administrative Building	2325 Darby Road	Offices	7,331	1916	1981
Ernest J. Quatrani Building	2325 Darby Road	<ul style="list-style-type: none"> • Meeting Rooms • Storage 	1,700	1916	1995
Police Administration Building	1010 Darby Road	Offices	13,774	1900	1970/ 1990
Garage	1010 Darby Road	Garage	625	1995	Not Applicable
Recreation Building	599 Glendale Road	Recreation Department	1,440	1953	None

RECREATION FACILITIES					
Buildings					
Building/Structure	Address	Description	Square Feet	Date Built	Last Upgraded
Skatium Ice Arena	1010 Darby Road	Skating Rink	37,211	1973	1999/ 2010
Haverford Reserve	9000 Parkview Drive	Recreation Complex			Not Applicable
Recreation/ Community Center (with indoor gyms & meeting rooms)	9000 Parkview Drive		35,000	Under Construction	
Concession Stand/Restrooms	9000 Parkview Drive		1,560		
Garage #1	9000 Parkview Drive	2 bay garage	576		
Garage #2	9000 Parkview	Storage/ Office	288		
Picnic Pavilion	9000 Parkview Drive		1,650		
Dugout #1	9000 Parkview Drive		400		
Dugout #2	9000 Parkview Drive		400		
Freedom Playground	9000 Parkview Drive	Playground	12,650		
Fields & Related Structures					
Building/Structure	Address	Description	Square Feet	Date Built	Last Upgraded
Grange Field	Myrtle & Warwick	Storage/ Utility	120	1975	None
Grange Field Baseball Dugout #1	Myrtle & Warwick		192	1975	Not Applicable
Grange Field Baseball Dugout #2	Myrtle & Warwick		192	1975	Not Applicable

Elwell Field	Ardmore/ Bryn Mawr	Utility Building	120	1960	None
Haverford Little League Building	Karakung Drive	Concession Restroom		1970	None
Haverford Little League Storage Building	Karakung Drive	Storage Building	548	1970s	None
Hilltop Playground	Steel & Hillside Roads	Restroom Storage	180	1960	None
Hilltop Playground Concessions & Restrooms	Steel & Hillside Roads	Concessions Restrooms	672	1995	Not Applicable
Paddock Field	Woodleigh Road	Utility Building	432	1960/1970	None
Veterans Field	Manoa/ Darby Road	Utility Building/ Storage			None
Westgate Hills Park	Oxford Hill Lane	Utility Building/ Storage	216	1975	None
Genthert Field	Nancy Drive	Utility Building/ Storage	487	1996	None
Normandy Road	2908 Normandy Road	S. F. Dwelling	1908		1940

PUBLIC WORKS YARD/COMPLEX

Building/Structure	Address	Description	Square Feet	Date Built	Last Upgraded
Main Building	Hilltop Road	Garage & Office	10,904	1920	None
Repair Garage	Hilltop Road	Repair Garage	5,740	1900	1960/70
Recycling Building	Hilltop Road	Prefab structure	15,288	1998	None
UN Building	Hilltop Road	Prefab Structure	11,100	2001	None
Paint & Cement Storage	Hilltop Road	Paint & Cement Storage	1,008	1954	None
Compressor Storage	Hilltop Road	Compressor Storage	100	1997	Not Applicable
Guard House	Hilltop	Guard	154	1960	None

	Road	House			
Salt Dome	Hilltop Road	Salt Dome	3,848	1987	None
Carpenter Shed	Hilltop Road	Carpenter Shed	1,080 2008	None	
HISTORICAL RESOURCES					
Building/Structure	Address	Description	Square Feet	Date Built	Last Upgraded
Nitre Hall- dwelling	w/s Karakung Drive	Office & Meeting Room	3,450	1800	2001
Carriage Shed & Storage	w/s Karakung Drive	Carriage Shed & Storage	360	1993	Not Applicable
Tenant House	Hilltop Rd.	Farmhouse	1440	1792	1840
Lawrence Log Cabin	w/s Karakung Drive	Log Cabin	714	1710	None
GRANGE ESTATE					
Building/Structure	Address	Description	Square Feet	Date Built	Last Upgraded
Mansion	Myrtle & Warwick Avenues	Mansion	9,640	1700	1730/ 1750
Tenant Dwelling	Myrtle & Warwick Avenues	Dwelling	2,832	1850	2001
Carriage House/Storage	Myrtle & Warwick Avenues	Carriage House/Storage	3,630	1800	2003
Part Cochera	Myrtle & Warwick Avenues	Part Cochera	2,000	1850	2000
Summer Kitchen	Myrtle & Warwick Avenues	Summer Kitchen	483	1750	None
Upper Springhouse	Myrtle & Warwick Avenues	Upper Springhouse	816	1750	None
Lower Springhouse	Myrtle & Warwick Avenues	Lower Springhouse	960	1750	1995

Long Barn	Myrtle & Warwick Avenues	Long Barn	4,104	1730	2003
Potting House	Myrtle & Warwick Avenues	Potting House	242	1800	None
Necessary House	Myrtle & Warwick Avenues	Necessary House	110	1730	None
Water/Wheel House	Myrtle & Warwick Avenues	Water/Wheel House	140	1750	1998
Federal School Building	Darby Road	One Room School		1800	None
Restroom	Darby Road	Restroom		1800	None
RHM SEWER AUTHORITY BUILDINGS					
Building/Structure	Address	Description	Square Feet	Date Built	Last Upgraded
RHM Complex	600 Glendale Road				
Storage Building A	600 Glendale Road	Storage	3,456	1920	1999
Storage Building B	600 Glendale Road	Storage	2,368	1920	1999
Storage Building C	600 Glendale Road	Storage	455	1920	1999
Storage Garage	600 Glendale Road	Storage	720	1920	1999
Storage Shed	600 Glendale Road	Storage	200	2001	Not Applicable
OTHER BUILDINGS					
Building/Structure	Address	Description	Square Feet	Date Built	Last Upgraded
Library	Darby & Mill Roads	Library	31,159	1925	1978
Vacant Factory	891 North Eagle Road	Leased, YMCA	140,000	1941	

OTHER STRUCTURES					
Building/Structure	Address	Description	Square Feet	Date Built	Last Upgraded
Radio Tower w/ extension	3500 Darby Road	Radio Tower		2007	2007
Merry Place Gazebo	600 Glendale Road	Entertainment	80	2002	Not Applicable
Fire Training Tower	Hilltop Road	Not Applicable	225	1991	None
Federal School Building	Darby Road	One Room School		1800	None
Restroom	Darby Road	Restroom		1800	None

III. Building Conditions

A. Administrative Buildings

1. Haverford Township Administration Building

The 1988 Comprehensive Plan provided this description:

Haverford Township Administrative Building

The Haverford Township Administration Building is located at 2325 Darby Road. It consists of two stories plus a basement, each of approximately 2,000 square feet in gross floor area, plus an outbuilding, originally construed as a garage, which has a gross floor area of approximately 1,700 square feet. This facility was built in 1916, but within eight years it was felt that the needs of the Township had outgrown the building.....The interior of the Administration Building itself has been remodeled to maximum space on at least three occasions, the most recent being 1985. During these efforts, the basement was opened for more offices, an attic used for inactive storage, and elevators added to provide handicapped access....Except for the Director and his Administrative Assistant, the Public Works Department has been removed to a garage and maintenance facility on Hilltop Road, and the police operate out of separate facilities at Darby and Manoa Roads. Personnel working at the Skatium and Library are employed at those locations....*The existing facilities at the Administration Building are thus considered inadequate to meet the needs of the Township.... (See Appendix A-1)*

Examples of the physical condition of the Administration Building include:

- Evidence of structural cracks in the mortar outside of the rear lobby;
- The meeting and conference rooms are undersized for public use;
- The meeting and conference rooms are in the Quatrani Building located behind the Administration Building and are therefore separate from the administrative offices;
- Mechanical systems are inadequate (*e.g.*, window units and space heaters are used throughout the building);
- The lack of a technological infrastructure and a concurrent inability to efficiently retrofit the building for the technological needs of a modern government;
- The lack of proper insulation;
- Inefficient energy usage from the light fixtures and outdated mechanical system;
- Basement level offices are not handicapped accessible;
- There is no sprinkler system;
- Noncompliant with a number of code provisions (*e.g.*, inadequate ceiling height throughout the basement level, basement level offices lack secondary means of egress);
- Inability to consolidate Administrative functions;
- The roof over the main building was installed in approximately 2004;
- There is marginally adequate parking for daily operations, but additional handicapped parking is needed, as is parking for community meetings.



There are structural cracks running from the first to the second stories, starting at or above the first floor windows on the east side of the building. There is also evidence that some areas were constructed with undersized foundation supports (in the lobby and the drive-through window extension) where there are settlement cracks and groundwater infiltration into the building.

The township's meeting room is grossly undersized, with a legal occupancy of 71 persons. Meetings frequently include an agenda item which generates great community interest, resulting in the relocation of public meetings to School District facilities to accommodate residents. More and more often Zoning Hearings, Planning and even Commissioner Meetings have been relocated to school facilities to provide adequate seating. There is a single conference room in the Quatrani Building which becomes overcrowded during many Executive Sessions of the Board of Commissioners and is incapable of supporting most subsidiary board meetings, despite the demand for multiple meeting spaces in the evenings.

The central heat/air conditioning system installed in the building approximately 16 years ago was retrofit to the old duct work and has never provided balanced heat and cooling. As a result, the most inefficient solution, the use of space heaters and window unit air conditioners, is utilized in the main building in almost every space.

There is no conduit for fiber optic cables or other technical infrastructure; cables are strewn above ceiling tiles.

A recent cost estimate by the Township Engineer estimated costs of approximately \$65,000 to \$80,000 to address accessibility issues alone. However, no cost estimates were produced to address some of the remaining code compliance issues in the basement level, since raising the ceiling height is not a viable option. Instead, the basement level offices should be decommissioned and new office space created. Moreover, as the building is deficient in so many respects, new construction may be the most cost effective alternative.

Since the 1988 Comprehensive Plan was written, the Township purchased a separate office facility for the Recreation Department at 599 Glendale Road, to help reduce overcrowding. That purchase, though providing some relief, did not free adequate office space to address the needs of the remaining administrative functions.

Current handicapped parking requirements are two spaces for every 25 parking spaces, with one van-accessible space that includes a loading lane (8' wide space plus an 8' loading aisle.) There are currently 28 parking spaces at the township property, of which four (4) spaces should be designated as handicapped parking, and two of those spaces should be van accessible.

The property is identified on the Historic Resources Survey prepared by the Delaware County Planning Commission in 1994 and adopted as an amendment to the Township's Comprehensive Plan. Its resource code is 045-HA-111C, and the property would be subject to the anti-demolition regulations of the Zoning Code.

2. Police Administration Building

Located 1010 Darby Road, in Havertown, the Police Administration Building was constructed in 1900, with additional renovations or additions in the 1970s and 1990s. The building, constructed of stucco over block has the following deficiencies and attributes:

- Lacks interior stairway from lower to upper levels;
- Lacks corridors to connect lower level offices;
- Is remote from other Township Administration facilities (requiring travel for meetings, etc.);
- Has an inadequate technological infrastructure;
- Has an inadequate mechanical infrastructure;
- The lower level offices are not handicapped accessible;
- There are inadequate meeting spaces;
- The building has a newer lobby with handicapped ramp and access to the reception area;
- There is adequate parking for daily operations. Additional handicapped parking is needed for the building, which shares parking with the Skatium.

The 1988 Comprehensive Plan, written before the 1990 expansion and renovation, noted the same issues and intercommunication problems between the offices. The relevant excerpt from the Plan (*See Appendix B-1*) states:



The current Police Station is also over 50 years old. It is located at Veterans Field, Manoa and Darby Roads. Garages on the lower floor have been converted to offices, and the most recent renovation has, for the first time, provided an internal access between the floors by means of a spiral staircase. The building contains approximately 6,200 square feet of gross floor area.

Since the 1988 plan, the Township added an ADA compliant ramp to access the upper level lobby, radio room and managerial offices at the Police Station. However, that addition, while relieving some of the overcrowding by increasing the size of the facility to approximately 11,000 square feet, did little to address the functionality including the lack of halls, stairs and/or an elevator to make the various parts of the building accessible to one another.

The exterior access walkway to the lower level offices is uncovered and quite steep, creating a slippery surface during wet weather. The building lacks appropriate access between floors and, incredibly, does not even have a covered walkway on the exterior walkway between lower level offices.

The building does not contain appropriate conduit for technology infrastructure. Electrical junction boxes have been uncovered in walls and ceilings, with tangled wiring under ceiling tiles.

Electric baseboards and portable air conditioning units are used on the lower level to augment the missing and undersized mechanical systems in the building. The Chief's office and that of his administrative assistant, the Deputy Chief's office, the lobby and foyer on the first floor all have supplemental electric baseboard heat. The IT office has two separate portable air conditioning units.

The lower level has mold and is subject to stormwater inundation that enters the Parking Enforcement Office from under the entry door.



The Roll Call room is occupied by about 10-16 people at every shift change and for training. The room should be at least twice the size to meet the standard 50 square feet per person needed for such a facility (12 people @50 sq. ft. = 600.)

The 123 parking spaces at the Police Administration Building provide only 2 handicapped accessible parking spaces, both of which are van accessible. A total of 10 accessible parking spaces are needed, of which 5 should be van accessible (8' wide parking space, plus 8' wide loading aisle.) These facilities are shared with the Skatium and Veterans Field.

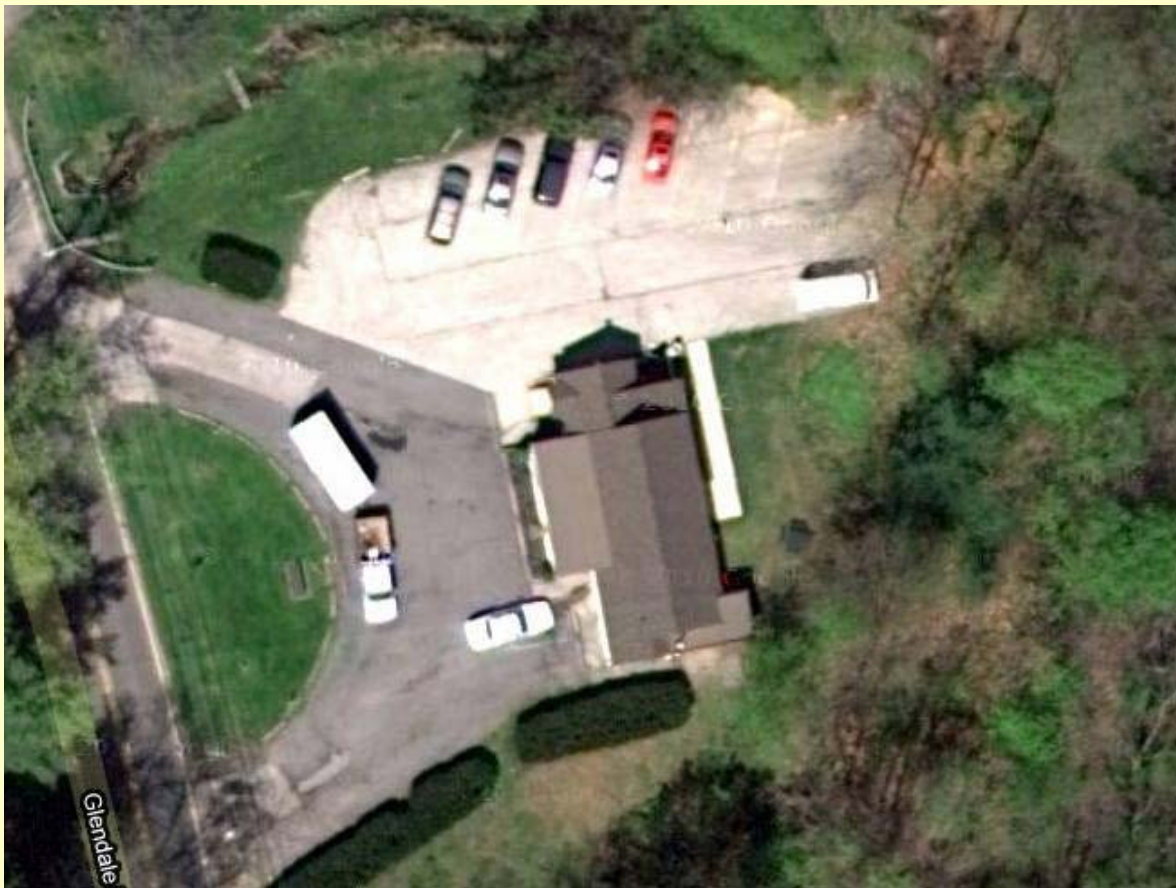
3. Recreation Offices

The Recreation Department offices, located at 599 Glendale Road in Havertown, were constructed in 1953, and were acquired to relieve overcrowding conditions at the Township Building. The facility is approximately 1,440 square feet and is adequate in area except for its inability to comfortably accommodate larger group training sessions for camps, summer programs, etc. The facilities have the following characteristics:

- Lacks technological infrastructure;
- Lacks adequate space for large group meetings/training; and,
- Parking is adequate, but the building completely lacks handicapped parking.



There are 16 parking spaces at the site, which lacks a designated handicapped parking space.



Included in the 35,000± square foot Community Recreation and Environmental Center under construction at the Haverford Reserve Community Park is an additional approximate

1,400 square feet of new staff office space for Parks and Recreation personnel, in addition to large multi-purpose rooms more than adequate to accommodate large group sessions.



4. Township Operations

The Public Works Department operates from a facility located at Hilltop Road in Havertown on a property that is part of the Darby Creek Park. It is comprised of 8 separate structures. In addition to these buildings, a historic residence is also located on the site, identified as Resource Number 045-HA-58. The compound is bounded by the Darby Creek on two sides and contains wooded steep slopes. The compound is also bounded by residential properties at its eastern border and a Hilltop Swim Club, a private interest, on its northern border. Township operations at the site include garages, shops, tool and mechanical repair rooms. These facilities house the equipment and work space for the sanitation (trash removal), highway (including tree, sign and facility maintenance), sanitary sewer and fleet maintenance divisions.

The mechanic garage is in very poor condition, is uninsulated and water leaks through the back wall, which has ever-present mold. The roof leaks in several locations and the building has termite damage in the vertical posts. The facility lacks storage, and utilizes an old Army surplus shed added to the roof of the center bay to provide adequate height to work on the trash and dump trucks.

The facilities lack emergency power supplies. There are two used generators at the compound, neither of which is hooked up to provide power following a heavy storm when crews are most likely to be called on. Staff offices, a lunch room and tool room were created by converting bays and provide adequate service.

In the past 10 years, the improvements made to these facilities were the installation of a new heater in the mechanic garage, construction of a new carpenter shed, and paving of the compost area. Because of the weight and frequent movements of large, heavy trucks around the compound, however, the paved surfaces are in a deplorable condition with deep ruts and the loss of the top layer of paving.

There are no common facilities for the 65 to 80 employees who are based in the compound. The bathrooms are inadequate, with two urinals and two toilets, half of the number required to accommodate the large crew. The lunch room doubles as a meeting room, is undersized, and is furnished with five picnic tables, providing seating for just 30 men. The lunch room includes a refrigerator and microwave, but no sink. Security at the site includes several surveillance cameras, but the buildings lack an alarm system.

Among the conditions at the facility are the following:

- Mechanic garages are obsolete and in poor condition
- The mechanic garage is un-insulated
- Vehicle bays in the mechanic garages are undersized for larger vehicles and the large bay entrance does not have adequate turn radii to allow safe entrance (requires a flag man)
- Mechanic repair garages lack adequate storage and utilize sheds and outdoor storage facilities for most parts and supplies
- The salt silo is in fair condition and is grossly undersized. Most of the salt is stored in the Recycle Center
- The two largest buildings are in excellent condition, but are unheated, metal pre-fabricated structures not intended for occupancy.
- The garage and tool room building is in good condition. It, too, is poorly insulated.

5. Park Maintenance

Facilities for Parks and Recreation Maintenance crews are primarily housed at the RHM Sewer Authority site at 600 Glendale Road, in Havertown. Tractors, mowers and general park maintenance equipment are stored outdoors in a fence-enclosed area. The RHM site is located in a floodplain and is subject to flooding depths in excess of 12". Further development at this site is not proposed.

B. Community Facilities

1. Skatium

The Skatium is located at 1012 Darby Road in Havertown.



In 2007, the Township commissioned Pennoni Associates to perform the Skatium Facilities Assessment Report to analyze the overall condition of the building. As a part of that report, Pennoni was asked to provide a suggested corrective action plan and affix associated costs. The roof, ice rink chillers, dehumidifier and ventilation units and cooling system all were identified for replacement. Other maintenance items listed in the report included maintenance and/or fixture placement of:

- Replace interior lighting fixtures;
- Perform electrical repairs to Panel "A" at the southwest corner of the rink;
- Remove the unused transformer in the mechanical room;
- Replace fire alarm;
- Improve public address system;
- Create fire separation between of the mechanical room;
- Upgrade the boilers for adequate hot water; and,
- Repair the control joints, steel soffits and block damage to the exterior of the building.

The Executive Summary of the report states:

Overall, given the age of the existing facilities, the condition of the building and associated systems is generally fair. It appears the Township, over the years, has done a good job in maintaining the facility to the extent possible. Much of the issues raised by this Report are related to ageing and potentially outdated systems. Given that many of these systems date to the buildings original construction, this conclusion is logical.

There are, however, specific issues that the Township should consider addressing in the short term. Given that the facility is a public facility, issues related to public occupancy should be considered first. In particular, safety issues dealing with fire separation, vapor detection, alarm and emergency lighting systems should be resolved. Also, spectator fall protection needs to be addressed.

Secondly, those issues directly related to the operation of the facility need to be addressed and/or further examined. Items such as a weather-tight roof, properly functioning dehumidification system, and proper ventilation are critical components for the continued operation of the building. Although these issues may not need to be addressed immediately, delay will ultimately lead to further deterioration and additional cost.

A number of issues raised relate to improvements to existing systems to make those systems more efficient, effective and potentially user-friendly, specifically, HVAC and lighting systems.

Finally, cosmetic and aesthetic issues exist for both the interior and exterior to the building. Some of these may be able to be addressed in conjunction with other issues. For the remainder, the Township can determine the extent and schedule of the work.

One additional issue which the Township should consider is accessibility for the disabled. Although some of the facility may meet the standards, there are areas that do not. As such, the Township should consider bringing the entire building into compliance.

Since the report was issued, many of the items identified in the report have been addressed, specifically:

- The roof was replaced and insulated in 2009;
- The rink floor, icing equipment, dehumidification system and dasher boards were replaced in 2010;
- A fire alarm system was added in 2010;
- Carbon monoxide detectors were added to the alarm system in 2010;
- Backflow prevention devices were added to the water supply lines in 2011; and,
- New, energy efficient lighting is being added to replace the outdated fixtures.

Parking at the Skatium includes the shared use of the 123 or so parking spaces common to the Haverford Police Department, Veterans Field and the Skating Park patrons. Two

handicapped parking spaces are provided. Parking can become quite tight when the fields are in use and during special events at the Skatium.

2. Community Recreational and Environmental Learning Center

As previously described above, Haverford Township is currently constructing a community center for recreation, fitness and educational uses at 9000 Parkview Road in Haverford to augment further the extensive recreational opportunities in the Township.



3. Library

Located at 1601 Darby Road (the intersection of Mill and Darby Roads) in Havertown, the Haverford Township Free Library is operated by the Haverford Township Free Library Association, a non-profit corporation and member of the Delaware County Library System. The property is titled to the Township with a stipulation that it will own the property as long it is used as a library, at which time the property will revert in ownership to the Haverford Township Free Library Association.

In 2003, the Haverford Free Library commissioned CICADA Architecture/Planning, Inc. to prepare an Existing Conditions Report. In the summary, the facility's condition is described as follows:

The Haverford Township Free Library is a two-story building with basement that was built onto an existing bank building at the corner of Darby and Mill roads in 1977. It exceeds current zoning and building code requirements, but is "grand fathered" as an existing condition.

The exterior of the building is generally sound, but the roof needs replacing and there is water penetration along the foundation at two places. The roof and other exterior improvements will cost an estimated \$150,000. Replacing the roof and re-caulking the building perimeter may resolve the foundation leaks. If not, excavation will be required for significant cost.

The interiors of the library are dated and the finishes are worn and tired. Lighting is poor and the library lacks the flexibility to accommodate modern technology in an agile way. Additionally, the library was built before the implementation of the Americans with Disabilities Act, so its toilets and elevator are not accessible. Any major renovations to the building will require that these deficiencies be addressed. Major renovations to the building interiors will cost approximately \$65/square foot for a total cost of \$2.5 million.

The mechanical and electrical systems are generally original to the building and are past their expected useful lives in virtually all cases. The original systems and equipment were of high quality and generally remain functional. As time goes on the cost of maintenance and repair, the likelihood of emergency repairs, and operating difficulties can be predicted to increase. In addition significant opportunities exist to improve the operation of the building and reduce the energy consumption. Based on preliminary assumptions about the scope of work to be undertaken, the construction cost for the mechanical and electrical contractor's work would be in the \$500,000 to \$750,000 range.

With a major investment in a capital campaign, this property can be thoroughly renovated to accommodate the needs of the Haverford Township Library community for another 25 years. However, no renovations will address the current parking deficiency, a public service issue that the Library must consider carefully prior to any major investment in this property.

The report itemized needed repairs and improvements totaling \$174,000. It also provided costs for discretionary renovations, primarily of the interior, totaling \$2,340,000. As a follow up, the Haverford Township Free Library hired Library Consultant Richard Bowra to perform a Building Program Report, which identifies the following deficiencies and challenges:

- Insufficient on-site parking, with a total of 17 spaces;
- Lack of proper handicapped access;
- The need for a new roof;
- Insufficient office and work space;

- Insufficient meeting room and program space;
- Deficiencies with the HVAC system;
- Deficiencies with the lighting system; and,
- Deficiency in the flooring in the old building and where the addition meets the original building.

Since these reports were completed, the Library has installed a new roof, new carpet and new flooring. In addition, the cooling tower was replaced.

IV. Needs Assessments

A. Township Administration Building

In 2001, Architect Gary Bogossian performed a Building Program study to consider the space needs (*See Appendix C-1*) of the Township's Administration building. The report assessed the operations and occupancy needs of each department in 2001. The Committee has adjusted the summary square footage needs to account for the variance in operations and the number of employees when compared with the conditions in 2011:

<u>Department</u>	<u>2001 Needs</u>	<u>Adjusted Present Needs</u>
Administration	1,220	1,220
Finance	1,285	1,280
Codes	1,555	1,647
Public Works	725	725
Fire Marshal	515	0
Health	935	260
Recreation	1,115	1,115
Paramedics	0	500
Commissioners	2,300	2,400
General/Common	6,550	6,500
Building Circulation	3,200	3,200
Future Use/Expansion	1,300	1,300
Total	20,700	20,147

The current area of the building is 7,331 square feet, including the basement area, which represents about 36.39 percent of the spatial needs identified in the modified 2001 study.

B. Police Administration Building

In 2008, Architect Gary Bogossian performed a Building Program study (*See Appendix D-1*) of the Police Department. Those needs remain unchanged since the study's completion. The summary figures are as follows:

Department	Needs
Administration	5,360
Patrol Unit	4,545
Investigation Unit	2,710
Special Operations	2,470
Other spaces	1,955
Circulation	2,560
Total	19,600

The current area of the building is 11,130 square feet, which includes both floors, representing approximately about 56.8 percent of the spatial needs identified in the 2008 study.

C. Public Works

The Township's most immediate need – by far – is the vehicle repair garage and, ironically, the asphalt surfaces, particularly between the main garage and the two large pre-fabricated structures.

An extra bay is needed at the mechanics facility. There are 6 mechanics and 5 bays; thus, one mechanic routinely works outside of the shop completely. However, the poor condition of the structure and its unfortunate placement near the main garage and tool room limit expansion capabilities. Further restriction of the turning radii into the large bay creates a physical obstruction to building expansion.

It is worth noting that the Haverford Township School District, which rents space on the property from the Township, has also identified a need for a new maintenance facility, in addition to the school bus facilities that exist.

D. Community Facilities

The Community facilities have fared much better in general upkeep and maintenance than the Administrative, Police and Public Works facilities.

1. Skatium

Overall, the Skatium is well into implementation of the corrective action plan called out in the Pennoni Building Program, with no expansion of the facilities proposed. It should be noted that the Pennoni Program does not include a space planning study.

2. Community Recreation Building

In addition to the Administrative office space for the Recreation Department, the first floor of the new building at Haverford Reserve will provide an indoor walking track, multi-purpose room, arts and crafts rooms, and vast open indoor and outdoor spaces. The lower level will house two gymnasiums, a health and wellness center, an environmental classroom and lab, and locker rooms. The building was designed to meet the indoor recreation needs identified in a report prepared by Kimmel Bogrette. The original program included indoor/outdoor swimming pools, which were excluded from the final design as a result of a lease of the former gum factory site Vicinity on Eagle Road to the YMCA of Philadelphia and . That facility will include at least two swimming pools.

Parking lots, designed to meet the parking demands of the Haverford Reserve Park and all of its amenities, have been provided. There are opportunities on the site to expand parking if need be.

3. Library

As noted above, a space planning study was not performed for the Haverford Township Free Library. The Bowra report offered three options to correct the identified deficiencies:

- Renovate the current facility and expand on-site parking by acquiring adjacent property(ies);
- Construct a new 35,000 square foot facility on the Haverford Reserve site; or,
- Relocate to the Skatium Facility, sharing it with one or more fire companies.

The Bowra report does not include a library space planning study. A search of published reports from the American Library Association finds that the recommended size of a library is between .6 and 1 square foot per capita within the service area. Another benchmark of a library's spatial needs is its circulation and technology demands.

Haverford Township has a population of approximately 48,700, the service area of the library is a bit harder to define. As mentioned previously, the Haverford Township Free Library is a member of the Delaware County Library System. Other member library facilities within 5 miles of the Haverford Township Free Library are:

- Collingdale – 5 miles
- Darby – 4.8 miles

- Lansdowne – 3.6 miles
- Marple – 4 miles
- Upper Darby – 2.2 miles
- Yeadon – 4.2 miles

The specific conclusions of the Bowra report were:

- Construct adequate staff office space and acquire additional off-street parking, at the existing facility;
- Construct a new 35,000 square foot facility at Haverford Reserve; or,
- Occupy the Skatium (this option assumed that a new skating rink would be constructed at Haverford Reserve).

The conclusion to build a new facility was based on cost comparison with the anticipated cost of acquisition and demolition costs of property(ies) needed to accomplish the off-street parking needs and costs of building renovations. Inadequate square footage was not a driving factor.

E. Energy Consumption and Conservation Measures

On February 29, 2008, Haverford Township inventoried its energy consumption for use in developing a Climate Protection Action Plan. The inventory, prepared by ICLEI using a 2005 consumption baseline, contained the following summary:

3.1.2 Township of Haverford Buildings

The Township of Haverford operates a wide variety of buildings, 14 in total. In 2005, energy costs for Township buildings were \$369,123. This figure, along with all energy usage data, came directly from either Philadelphia Electric Company (PECO) bills or Petroleum Traders Corporation invoices as provided by the Township of Haverford’s Finance Department. Based on emissions results, Township buildings consumed 15,432 MMBtu of energy and emitted 1,888 tons of CO₂e. Township energy costs were approximately 15.8 percent of the overall government buildings sector costs and composed roughly 16.4 percent of buildings sector energy usage. Equivalent carbon dioxide emissions registered 15.4 percent of the government buildings sector total. Respectively, the 1,888 tons of CO₂e emitted by Township buildings is comparable to the consumption of 194,411 gallons of gasoline.

The Township buildings inventory accounted for 14 buildings, including three historic structures owned by the Township: the Grange Estate, Nitre Hall, and the Federal School. While these buildings help to tell an important story about the Township’s past, their energy use is relatively small. Other Township buildings are used much more intensively, such as the Haverford

Township Skatium, which is home to several hockey leagues as well as the Delaware County Skating Club. As can be seen from Chart 4.7, the Skatium is by far the largest user of energy among Township buildings. With 8,242 MMBtu of energy consumed, the Skatium represents 53.4 percent of the Township's building-related energy consumption. It used \$172,989 worth of energy in 2005, and produced 942 tons of CO₂e emissions.

The Haverford Township Free Library had 290,000 visitors in 2006. As noted in the methodology section, the Library is being included in the Township category despite not being a Township department. The Library data will appear in a slightly different color on ensuing charts in order to avoid confusion. It is the second-largest consumer of energy in the Township buildings category. The Library used 2,167 MMBtu of energy for heating and cooling in 2005. Energy costs totaled \$64,680, and the library emitted 304 tons of CO₂e. The Library constituted 17.5 percent of energy costs in the Township building category.

Other significant consumers of energy in the Township category include the Police Station and the Township Building. The Police Station is home to Haverford's 70 sworn Police Officers. In 2005, the station used 1,303 MMBtu of energy at a cost of \$38,724, and emitted 187 tons of CO₂e. Energy expenditures at the Police Station amounted to 10.5 percent of the total for Township buildings. The Township Building is home to numerous Township departments, and also hosts Commissioners and committee meetings. It used 941 MMBtu of energy in 2005, and cost \$27,546 to operate. The Township Building produced 127 tons of CO₂e emissions, and represented 7.5 percent of Township building energy expenditures.

It should be noted that in some cases two structures are being reported as one to simplify the analysis. For example, the results for the main Township Building and Rear Annex have been combined to reduce confusion. Also, the unheated Public Works facility shown below is actually two structures – two large unheated steel garages of roughly equal size. These buildings share an electrical meter, and are thus being counted together.

Charts from the study, depicting energy consumption and expenses (*See Appendices E-1, E-2 and E-3*) illustrate the consumption profiles of each of the Township's facilities. The most telling chart revealed the energy consumption by square foot of each facility, underscoring the need to implement conservation measures, particularly in relation to the Skatium.

The second largest consumer of energy by square foot is the heated Public Works buildings, which exceeds the energy consumption of the Library, although the facility is approximately 1/3 of the square footage of the Library. The Library and Recreation Administration Building on Glendale Road were tied as third highest for consumption by square foot. The 2005 replacement of the roof may produce some benefit to reduce energy

consumption, but the implementation of the action plan for the following energy saving measures must continue to be acted upon as funding and opportunity arises:

- Install solar panels on the Skatium roof;
- Implement a Township policy requiring LEED design standards for new construction projects;
- Utilize building retro-commissioning of existing facilities (mechanical systems analysis, upgrades and regular maintenance);
- Utilize building enveloping of existing and new facilities (seal and insulate buildings);
- Switch from incandescent lights to Compact Fluorescent Lights (CFLs) and T12 fluorescent lamps to T8 lamps; and,
- Use programmable thermostats and occupancy sensors for lighting.

The Community Recreation Center at Haverford Reserve will utilize a geo-thermal exchange to reduce energy costs. The facility should easily be the most energy efficient because:

- It is designed to seal and insulate the envelope of the building;
- It utilizes the geo-thermal exchange; and,
- As an environmental center, it may ultimately include other energy-producing components such as solar panels or wind turbines.

V. Recommendations

A. New Buildings

1. Construct A New Mechanic Shop At The Hilltop Facility

- The existing facility is obsolete and is an uncomfortable work environment.
- A new mechanic shop is needed to allow the fleet maintenance division to operate properly with appropriately-sized bays.

2. Construct A Joint Police/Township Administration Building At The Skatium Site

- Centralization of Police and Administrative functions will improve coordination, communication and efficiency;
- The proposal is consistent with the 1988 Comprehensive Plan and remains viable;
- A single 3-story facility will yield construction cost and operational savings;
- Police functions should be located on different floors from other administrative uses for safety and security;
- This proposal allows the Recreation Department Administrative offices to rejoin the Township's other administrative uses; and,
- The site is centrally located and accessible via public transportation.

3. Construct A Park Maintenance Garage At The Site Of The Current Parks And Recreation Offices

- Housing the equipment under roof will prolong the life of equipment and prevent mechanical damage from wet weather and extreme heat.
- This will move the park maintenance equipment out of the floodplain.

B. Existing Facility Modification

1. Public Works Facility

- Renovate the bathroom and lunchroom facilities at the main garage in Public Works.
- Pave the Public Works compound.

Paving now will prevent the further deterioration of the asphalt base and the added expense of replacing it.

2. Skatium

- Install solar panels on the Skatium roof.

The Skatium roof has been replaced and insulated, clearing the way implementation of the solar panel installation recommended in the Township's Climate Change Action Plan.

- Reconfigure the Skatium parking lot should to provide standard 9' x 18' parking stalls and adequate handicapped parking spaces.

3. Library

- Acquire an adjoining lot for Library parking (short term recommendation)
- Create a long-term plan for renovation and/or expansion of the existing Library or identify and acquire a property for construction of a new Library, provided a dedicated funding stream can be created.

These recommendations are consistent with both the CICADA and Bowra reports commissioned by the Library.

4. Community Recreation Facility

- Continue to pursue alternate energy sources at the Community Recreation Center.

The Community Recreation Center is intended to be an environmental learning experience. Thus, the pursuit of wind and solar components, as well as any advancing technologies, will permit a true educational experience for residents and provide substantial and quantifiable long-term benefits.

C. Sustainability

Green Building designs and other related principles will help to make our community more sustainable by reducing resource consumption and increasing green space. Our buildings should be an asset to the community, offering healthy spaces and places that connect with nature.

According to the Department of Energy, buildings in the U.S. are responsible for:

- 74% of electricity consumption;
- 39% of energy use;
- 38% of all carbon dioxide (CO₂) emissions;
- 40% of raw materials used;
- 30% of waste output; and,
- 14% of potable water consumption.

In addition, the U.S. General Services Administration has created a Sustainable Facilities Tool (www.sftool.org) to explain why sustainability is important and to help guide

communities in creating facilities that serve their residents in an environmentally responsible manner. The website explains, in part:¹

What is Sustainability

Sustainability is best thought of as a process, rather than a thing. US Executive Order 13423 states that sustainability “means to create and maintain conditions, under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations.” In order to achieve such conditions, new ways of designing, constructing and operating buildings and facilities must be identified.

Green Building – Green buildings are those that are efficient, comfortable, healthy, durable and adaptable over time. They meet the needs of the occupants that live and work in them in a way that minimizes demand for natural resources and reduces or eliminates waste. Green buildings save energy, water, materials, protect the indoor environment and are designed to evolve as occupant needs change.

...

Life Cycle Thinking – Materials and resources all have environmental, social and economic impacts beyond their use in a project. For a material, impacts occur during harvest or extraction of raw materials, manufacturing, packaging, transporting, installing, using and ultimately discarding (or hopefully reusing or recycling). These “cradle to cradle” impacts should be considered when purchasing materials. The formal study of this process is known as Environmental Life Cycle Assessment (LCA). Similarly, Life Cycle Costing examines the costs and savings throughout the life cycle. For example, energy efficient equipment and appliances can be more expensive when initially purchased but will save energy (and money) throughout the life of the project. Therefore, it may make sense to invest in more efficient equipment that costs more up front but saves money and energy over time.

Triple Bottom Line – One way to move toward sustainability is to focus on the triple bottom line of People, Profit, and Planet. In other words, all projects should make sense socially, environmentally and economically. By moving away from the idea that any of these aspects needs to be sacrificed to meet the others, and striving toward solutions with all of these benefits and more, we will begin to create environments that last over time, withstand stress, replenish instead of deplete resources, save money, improve productivity, and keep people healthy.

¹ <http://www.sftool.org/Learn/Details/41>

Whole Systems Thinking – Unlike conventional design processes, where components and disciplines are treated separately, sustainable design requires an evaluation of whole systems. When retrofitting an office, consider the space as a whole. This means thinking not only about the lighting, the flooring, the windows, the HVAC system, and the furniture as separate components, but also thinking about the relationship between each of these components and the ways that those relationships create the space, and how that fits with sustainability goals. For example, if a project’s goal is to save energy from lighting and improve occupant comfort, it should think not only about the type of lighting fixtures needed, but also how the space will be used by the occupants, the amount of sunlight streaming through the windows at different times of year, how that light gets bounced into the space, how the light levels are controlled, and even the colors of the walls. By thinking holistically about the lighting system, rather than simply about the lighting components, a more comfortable, efficient, healthy and productive space can be created. In addition, the project “system” is nested within larger systems, such as a watershed, an air shed, a forest, a neighborhood and city, and so forth; these larger systems should also be considered.

These factors are particularly important when evaluating the need for dramatic improvement in the Township’s use of energy. As noted above, the Administration Building currently utilizes space heaters in virtually every office, is not properly insulated and is, for the most part, operating counter to the most appropriate energy-efficient goals. Because the building cannot be retrofitted, the use of sustainability considerations in the design and construction of a new facility will dramatically reduce the Township’s use of energy and benefit the environment.

Similarly, and perhaps most importantly, construction of a new Public Works facility will allow the Township to acquire a more energy-efficient fleet of vehicles, thus reducing its reliance (and resulting costs) upon gas fuel. For example, converting one traditional garbage truck to run on natural gas is the environmental equivalent of taking 300 cars off the road. Without proper fueling facilities and equipment, the Township cannot move forward with the conversion of its fleet to an energy-responsible fleet.

Finally, sustainable buildings reduce greenhouse gas (GHG) emissions and contribute to a more healthy environment.

VI. Implementation Strategy

The Property Committee recommends that the Township staff begin immediate planning for implementation of this Report’s recommendations, by determining the priority of needs, the cost of implementing those options, and a method for funding the actions.

Clearly, doing so will require determining the costs of the recommended facilities, and determining the appropriate methods for raising the funds necessary to implement this

plan. In addition, the Township staff, in conjunction with the Board's Finance Committee, must create a reasonable and fiscally-responsible timeline to accomplish our goals.

It is abundantly clear to this Committee that the Board of Commissioners and Township staff must be proactive in creating a strategy to accomplish the goals stated herein. For years, the Board and the Township have deferred performing the necessary maintenance, renovation and replacement of facilities, resulting in facilities that are not code-compliant, that are not ADA compliant, and that make it difficult for employees to perform their jobs as efficiently as possible. The Township must move forward with a measured and timely plan, because to choose otherwise, and to continue the inactivity that has characterized the Township for decades, will only result in a situation that will at some point require emergency measures and greater costs.

Appendix A-1

X. COMMUNITY FACILITIES AND UTILITIES

Community facilities are buildings, land, equipment, and activity systems operated on behalf of the public. They include facilities for general government administration, public safety, libraries, recreation, schools, and utilities.

Many community facilities in Haverford Township were created to serve a population of approximately 6,000 persons in the 1920's. Today, the Haverford Township population is more than 50,000 persons and although modernization has occurred, some of these community facilities may have become outdated and may be in need of improvement. This section will review community facilities in Haverford Township and will make a need assessment for the future adequacy of these facilities in serving the public.

Haverford Township Administrative Building

The Haverford Township Administration Building is located at 2325 Darby Road. It consists of two stories plus a basement, each of approximately 2,000 square feet in gross floor area, plus an outbuilding, originally constructed as a garage, which has a

gross floor area of approximately 1,700 square feet. This facility was built in 1916, but within eight years it was felt that the needs of the Township had outgrown the building. As early as January 12, 1925, the Chairman of the Board of Commissioners, George W. Deaves, proposed "that we immediately float a bond issue of \$500,000 for building a new addition to the Town Hall, for building concrete roads, and installing of a fire department."* This effort to expand the building failed as did numerous subsequent attempts to either expand the facility or to build a new one. On several occasions, such proposals were defeated by the electorate on referenda.

In light of this situation, the buildings were renovated to make maximum use of space. The garage was converted to a meeting room for the Commissioners, storage areas, and a caucus room. These areas are now used during the day as well as a conference room, and for certain staff functions. The interior of the Administration Building itself has been remodeled to maximize space on at least three occasions, the most recent being 1985. During these efforts, the basement was opened for more offices, an attic used for inactive storage, and elevators added to provide handicapped access.

Except for the Director and his Administrative Assistant, the Public Works Department has been removed to a garage and

and maintenance facility on Hilltop Road, and the police operate out of separate facilities at Darby and Manoa Roads. Personnel working at the Skatium and Library are employed at those locations. The balance of the Township staff operates out of the Administration Building, often with four or more employees in a room.

The existing facilities at the Administration Building are thus considered inadequate to meet the needs of the Township. A 1967 space allocation study of the Township performed by the architectural firm of Eshbach, Pullinger, Stevens, and Bruder recommended total office and meeting facilities of approximately 15,000 square feet compared to the 7,700 square feet contained in the existing building and annex. This would accommodate an administrative staff of 37 which, at that time, was felt adequate for future needs. As recently as 1979, the staff working out of the present building consisted of 43 persons. Presently, the staff located at this building is 27, of which 4 are part-time. Even if one assumes an average of approximately 400 square feet per person, which is about what was recommended in the 1967 study, the current reduced staff would require about 10,800 square feet.

A new administration facility is thus a recommendation of this plan. A specific site is not proposed because a variety of opportunities may exist in the future for such a facility. The The Land Use Plan proposes acquisition of additional land at Veterans Field which could be used for this purpose, or additional land could

be acquired adjacent to the present facility on Darby Road. It is important that the facility be centrally located, but this general condition provides great latitude. Adequate off-street parking and cost constraints will also be factors in final site selection.

Appendix B-1

Police Facilities

The current Police Station is also over 50 years old. It is located at Veterans Field, Manoa and Darby Roads. Garages on the lower floor have been converted to offices, and the most recent renovation has, for the first time, provided an internal access between the floors by means of a spiral staircase. The building contains approximately 6,200 square feet of gross floor area.

The 1967 space survey referred to above proposed the consolidation of police and administration facilities at a single location. It suggested a total of approximately 14,500 square feet of floor area for the police. This included an indoor pistol range which has been a priority of the police for some time since the former outdoor range was closed several years ago. It also included facilities for the magistrate's offices which would improve the efficiency of the administration of justice by reducing time that police officers would have to spend away from the police station, and would minimize the transfer of prisoners. The magistrates currently lease office space and presumably could lease the same from the Township thus deferring some of the cost of these offices.

The centralization of the police and administrative functions would improve their coordination and result in some construction economies if a joint facility of approximately 30,000 square feet were utilized. The police function should be located on different floors from the administration offices, however.

As was the case with the administration center, a specific location is not recommended, but consideration should be given to an expanded Veterans Field location or to the use of an existing building.

Neither the police nor the administration facilities is likely to be built in the immediate future because of recent renovations. As a result, cost estimates are not provided.

Appendix C-1

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**HAVERFORD TOWNSHIP
ADMINISTRATIVE OFFICES**

**PRELIMINARY SPACE PROGRAM
JAN 24 2001**

Space:	Type:	Size:	Area:
Administration			
Manager	OFF	14 x 20	280
Assist Manager	OFF	12 x 18	215
Human Resources	OFF	12 x 18	215
(2) Admin	CUBE	8 x 10	160 (2 @ 80)
Active File Space			300
Interior Circulation			50
Dept Subtotal			1,220
Finance			
Director	OFF	12 x 18	215
(5) Admin	CUBE	8 x 8	325 (5 @ 65)
Server / Data	RM	10 x 12	120
Active File / Copy Space			500
Interior Circulation			125
Dept Subtotal			1,285
Codes			
Director	OFF	12 x 18	215
(2) Admin	CUBE	8 x 10	160 (2 @ 80)
(7) Inspector	CUBE	8 x 8	455 (7 @ 65)
Active File Space			500
Interior Circulation			225
Dept Subtotal			1,555
Public Works			
Director	OFF	12 x 18	215
(2) Support	CUBE	8 x 10	160 (2 @ 80)
Active File Space			300
Interior Circulation			50
Dept Subtotal			725
Fire Marshall			
FM Office	OFF	12 x 18	215
Storage	RM	15 x 20	300
Dept Subtotal			515

HAVERTOWN ADMINISTRATION PROGRAM

01.24.01

Health

Director	OFF	12 x 18	215	
(1) Admin	CUBE	8 x 10	80	
(2) Inspector	CUBE	8 x 10	160	(2 @ 80)
Warden	CUBE	8 x 10	80	
Active File Space			300	
Interior Circulation			100	
Dept Subtotal			935	

Recreation

Director	OFF	12 x 18	215	
Assist Director	OFF	12 x 18	215	
(4) Staff	CUBE	8 x 8	260	(4 @ 65)
Active File Space			325	
Interior Circulation			100	
Dept Subtotal			1,115	

Commissioners

Meeting Room	(300 p)	30 x 50	1,500	
Caucus Room	(15 - 20)	15 x 20	300	
Accessory / Storage			500	
Dept Subtotal			2,300	

General / Common

Reception / Lobby		20 x 25	500	
Conference A	(20 - 25)	20 x 20	400	
Conference B w/ library	(10 - 15)	15 x 20	300	
Break Room	(20 - 25)	20 x 30	600	
W/ Kitchenette		10 x 10	100	
Toilet Rooms (pair ea floor)		15 x 30	1,350	(3 @ 450)
Phone / Data		15 x 20	300	
Mechanical / Utility		20 x 50	1,000	
Storage		20 x 50	1,000	
File Archives		20 x 50	1,000	
Dept Subtotal			6,550	

Subtotal Spaces

Building Circulation (20 %) 3,200

GROSS AREA REQUIRED: 19,400

Gross Interior Space Available: 3 floor @ 6,900 / fl 20,700

Area for Future Expansion / Other Uses: 1,300

Adjacency Notes

Codes / Finance / Recreation @ First Floor

Codes / Finance adjacent

Appendix D-1

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05.19.2008

HAVERFORD TOWNSHIP POLICE DEPARTMENT BUILDING PROGRAM

SPACE / FUNCTION / REMARKS:	PRESENT CONDITIONS:		SPACE REQUIRED:	
	SIZE:	SF:	SIZE:	SF:
ADMINISTRATION				
PUBLIC LOBBY	20 X 20	400	30 X 30	900
RECORDS WORK AREA (4 – 6 PEOPLE)	18 X 28	500	24 X 38	910
INTERVIEW ROOM (WINDOWLESS)	4 X 8	30	8 X 8 (ADA)	65
PUBLIC TOILET (UNISEX)	6 X 6	35	(2) 7 X 8 (ADA)	110
CHIEF & ASSISTANT OFFICE / AREA	18 X 24	430	20 X 28	560
DEPUTY CHIEF OFFICE	10 X 12	120	12 X 18	215
SERGEANT ADMIN (OFFICE 1)	10 X 12	120	10 X 14	140
SERGEANT ADMIN (OFFICE 2)	(W/ SERVER)	N/A	10 X 14	140
FILE STORAGE (ROLL RACKS)	16 X 20	320	20 X 26	520
ARCHIVED STORAGE (NOW IN BOILER / FUEL TANK ROOM)	20 X 40	800	40 X 40	1600
SERVER ROOM	10 X 20	200	10 X 20	200
PATROL UNIT				
LIEUTENANT OFFICE	8 X 14	110	12 X 18	215
SERGEANT'S OFFICE (2 PERSON)	9 X 20	180	14 X 20	280
PATROL OFFICERS AREA (4 – 6)	8 X 14	110	20 X 24	480
ROLL ROOM (12 – 16)	10 X 28	280	20 X 30	600
MAIL AREA / KEYS	(IN ROLL RM)	N/A	6 X 12	70
RADIO / TASER SHELVES	(IN PATROL RM)	N/A	8 X 4	30
LUNCH ROOM (6 – 8) W/KITCHENETTE / FRIG	8 X 10	80	12 X 18	215
MENS LOCKER ROOM (30 P) W/TOILETS / SHOWER	20 X 14	280	20 X 20	400
WOMENS LOCKER ROOM (5 P) W/TOILETS / SHOWER	8 X 14	110	12 X 20 (ADA)	240
STAFF TOILET	5 X 8	40	10 X 12	120
			10 X 12 (ADA)	120
			(IN LOCKER RMS)	N/A
SECURE ENTRANCE / VESTIBULE	8 X 8	65	10 X 12	120
ARRAIGNMENT ROOM	14 X 16	225	16 X 20	320
BOOKING OFFICE (2 – 4)	12 X 12	145	16 X 18	290
STAFF TOILET (UNISEX)	(SHARED)	N/A	7 X 8 (ADA)	55
HOLDING CELL (3 MALE) 6 X 10 EA +CIRC	20 X 20	400	22 X 22	485
HOLDING CELL (1 FEM/JUV) (NEED SECOND F/J)	4 X 8	35	16 X 14	225
TEMPORARY HOLDING AREA (HALL)	10 X 14	140	(2 SEPARATE CELLS)	
			14 X 20	280
INVESTIGATION UNIT				
LIEUTENANT OFFICE	8 X 10	80	12 X 18	215
SERGEANT OFFICE	8 X 10	80	10 X 14	140
SECRETARY / LOBBY	16 X 18	290	18 X 22	395
DETECTIVES WORK AREA (8 – 10)	18 X 24	430	20 X 32	680
INTERVIEW ROOM	16 X 16	255	14 X 18	250
SECURE EVIDENCE ROOM	16 X 16	255	20 X 20	400
FILE STORAGE (ROLL RACKS)	20 X 20	400	24 X 24	575
STAFF TOILET	5 X 8	40	7 X 8 (ADA)	55

SPECIAL OPERATIONS

OFFICERS WORK AREA (6 – 8)	10 X 28 + 6 X 14	365	20 X 28	560
SAFETY DIRECTOR / AREA	12 X 28	335	14 X 28	390
TRAINING / MEETING ROOM	18 X 28	505	20 X 30	600
SCHOOL RESOURCE OFFICE	10 X 12	120	10 X 14	140
ARMORY (SECURE)	8 X 12	95	12 X 16	190
LOCKERS / TOILET (MENS) (NEED SHOWER / WOMENS FACILITY)	12 X 10	120	20 X 20 (W/SHWR) 12 X 16	400 190

OTHER SPACES

RADIO ROOM	18 X 20	360	20 X 24	480
COMMUNICATIONS COORDINATOR OFF	8 X 10	80	10 X 14	140
WORK OUT ROOM / GYM	18 X 32	575	20 X 30	600
W/TOILETS / SHOWERS	6 X 12	70	12 X 20	240
TELEPHONE ROOM	10 X 12	120	14 X 14	195
MECHANICAL / SERVICE SPACE		N/A	15 X 20	300

SUBTOTAL SPACES

CIRCULATION / MISC (EXISTING EST'D)	15%	9,730	15%	17,040
TOTAL AREA		11,130		19,600

(NOTE: EXISTING SPACE SIZES ARE APPROXIMATE. AREAS ARE ROUNDED FOR CLARITY)

AREAS OUTSIDE OF BUILDING PROPER

(2 BAY) SPECIAL GARAGE
EQUIPMENT / GENERAL STORAGE UNITS
SPECIAL INVESTIGATION GARAGE BAYS

FIELD OBSERVATIONS

LIMITED SPRINKLERS (RADIO RM & BELOW) LEAVE FACILITY VULNERABLE
NUMEROUS POSSIBLE BUILDING CODE / EXITING VIOLATIONS

CIRCULATION TO LOWER LEVEL AREAS IS ALMOST NONEXISTENT
(INCREDIBLY, SOME ARE ACCESSED ONLY FROM THE OUTSIDE)
WORK FLOW SUFFERS IN MANY DEPARTMENTS
PATROL UNIT IS ESPECIALLY CRAMPED

CELL BLOCK / ARRAIGNMENT AREA INADEQUACIES CREATE BOTTLENECKS

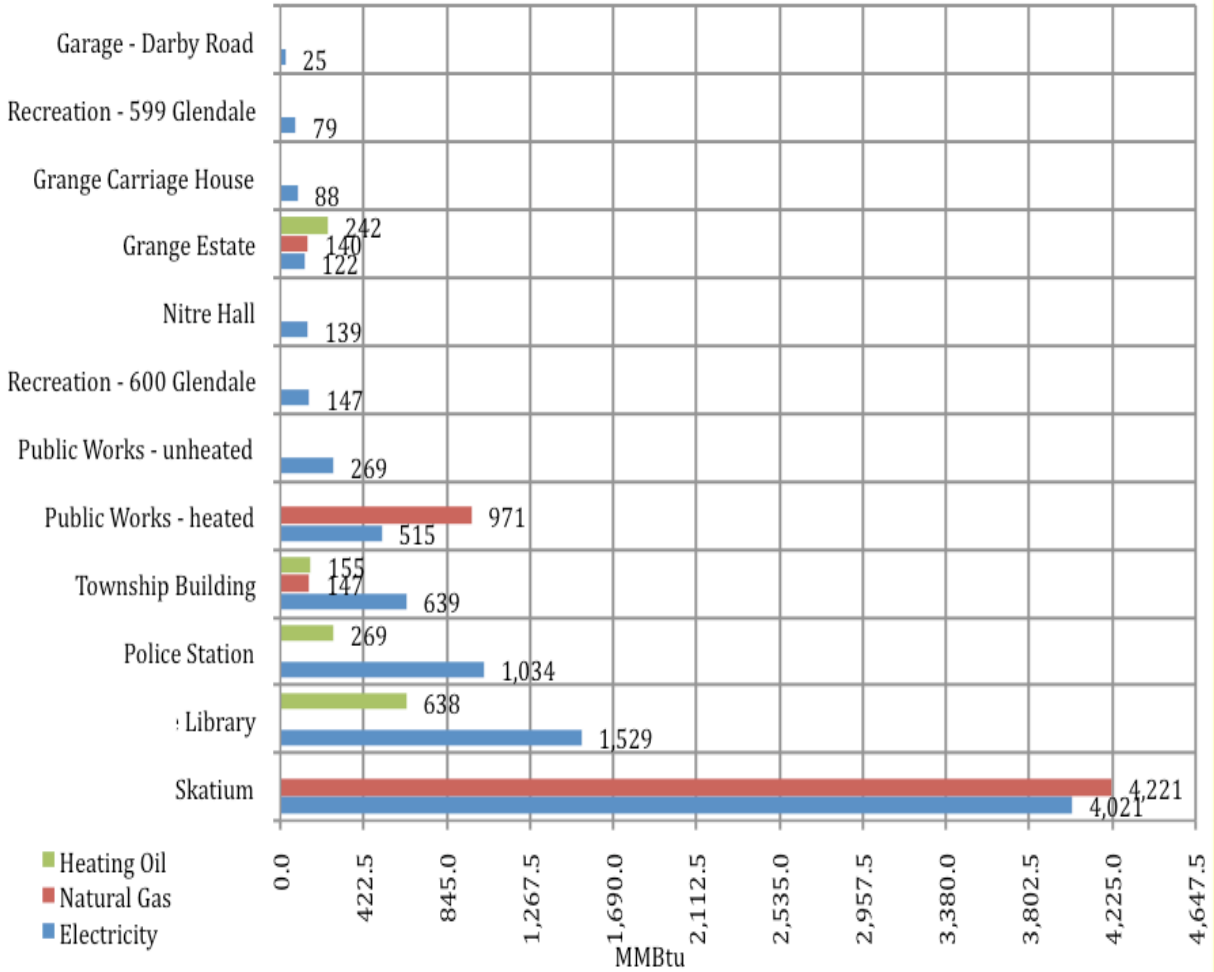
ADA COMPLIANCE IS MINIMAL (CLEARANCES / TOILETS / LEVERS / ETC)

LIGHTING TYPES / LEVELS ARE OLD & MOSTLY INADEQUATE
HVAC SYSTEMS ARE MOSTLY OLD & POOR (ESPECIALLY IN LOWER LEVEL)
OVERALL BUILDING FINISHES ARE OLD / WORN / DEPRESSING TO BE AROUND

NEED BETTER EVIDENCE / STORAGE FACILITIES
SOME RECORDS ARE STORED IN BOILER / FUEL TANK ROOM

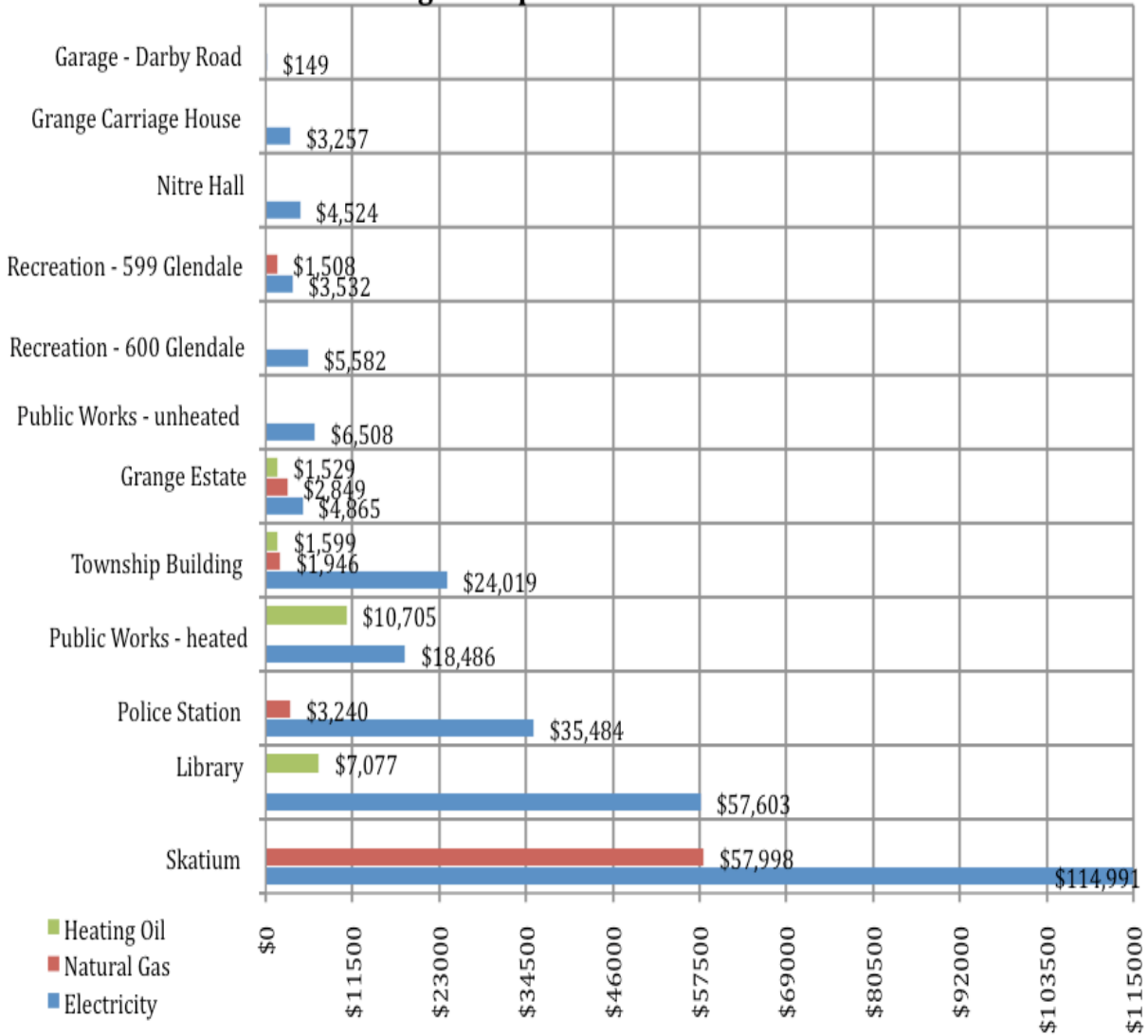
Appendix E-1

Chart 3.7 - Township Buildings - Electricity, Natural Gas and Heating Oil Usage in 2005



Appendix E-2

Chart 3.8 - Township Buildings - Electricity, Natural Gas and Heating Oil Expenditures in 2005



Appendix E-3

