Subject:	**FACILITY SPECIFICATIONS**
Section:	**PPG# 7232**
Chapter:	**Facilities**
Effective Date:	**7/1/98**

POLICY

Facility Specifications

Facilities shall be designed to accommodate the service needs of the district. The experience and judgment of staff shall be used in developing such specifications. The chief shall involve staff in determining the requirements for providing effective and efficient services.

Specifications are written after consultation with appropriate staff and consultants. The content of a set of specifications would include all or part of the following items:

1. A statement of the philosophy as it pertains to the specific construction project.

2. Community Characteristics

    a. The plan of organization and projected service requirements over next five-year period.
    b. The construction plan for the facility (new plant, addition, remodel).
    c. Special services to be provided:
        - Basic life support
        - Hazardous materials
        - Fire suppression
        - Meeting and training needs
        - Storage of apparatus
        - Maintenance of apparatus and equipment

    a. Multiple uses of spaces.
    b. Community use (e.g., election polls)

3. Site characteristics

    a. Site considerations necessary for this project (size and location).
    b. Recommended building orientation, service drive's, and parking requirements for staff and public, sidewalk and other approaches, outside lighting, control.
    c. Water supply

    d. Septic system

4.   Requirements of the physical plant

    a. Service functions and spaces required. A statement of purposes is to precede the description of each area

- Number of spaces required by function.
- The relationships of these spaces.

    b. The support service spaces required (services performed).

    c. Relationships of spaces required:

- Inter-relationship between service areas.
- Relationship between service and support spaces.
- Relationship of spaces to site.

    d. Environmental factors should be described in terms of relationships of spaces to site.

5.   Additional information or comments as necessary to further interpret the services to be rendered.