ABACUS [ARCHITECTS + PLANNERS]

119 Braintree Street, Boston MA 02134
T: 617.562.4446

MILLIS SENIOR CENTER – Town Department Survey

Name/Title:_____

Department/Division: _____

Phone/Email: _____

Please email completed survey by 01/31/2020 to Annie Steele at Abacus Architects: asteele@abacusarchitects.com

Can you describe the primary functions / activities / duties of your department, division or group in as much detail as possible?

- Schedule of activities
- Program offerings
- Hours of operation & public business hours

What are the department's current staffing? Full time? Part time? What will future staffing needs be like?

POSITION	**STAFFING PROJECTS**				**FTE**	**PTE**	**COMMENTS**
	2020	**2025**	**2030**	**2040**			
Example: Senior Clerk	*1*	*1*	*1*	*1*	*X*		*Payroll, Billing, manages receipts*

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List the functions / activities/ duties within your department that should be adjacent to one another or other departments.

What functions / activities / duties within your department have direct interaction with the public?

Are there any spaces you currently share with the Community? Do you envision sharing any spaces with the Community in the future?

Does your department have any special or specific security or safety concerns? Please explain.

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Please provide a list of key spaces used by your department. This list should include spaces used only by your department as well as those shared by another department. If there are any distinguishing features or needs, please note that.

SPACE	SIZE (L X W)	QUANTITY	COMMENTS
Example: Conference Room	*Existing 14x18*	*2*	*Needs multiple lighting levels, flat screen monitor with computer hook-up*

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Please list any specific individual needs for staff in your department (Do they have private meetings during the day? If so, with how many people? Do they have multiple private phone or personal conversations during the day? How long are they at their desk each day? Could they share workspace with another individual on another shift? Do they work remotely and only come to the office for meetings? Note any furniture, equipment or storage they may need. Do they need a work surface with a computer hookup only or one with file drawers? Do they need visual or acoustic privacy? Do they need quick access to printers/copiers?

OFFICE (PRIVATE) OR WORKSTATION (OPEN)	**INDIVIDUAL NEEDS FOR FILES, COPIERS, ETC.**	**COMMENTS**
Example: Private Office for Director	*Desk with return, lateral files, bookcase, small table for 4, whiteboard*	*Acoustic privacy required. Access through admin assistant's area is preferred.*

What are your thoughts regarding the current space your department occupies? Please comment on positive as well as negative attributes.

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What are your conference / meeting space needs? Can you share meeting facilities with another department or the public?

Describe centralized file, archive file and secure storage needs. How many linear feet of active files/records are accessed daily? How many linear feet of files/records do you produce in a year for archiving? How many years of files / records do you maintain? Can any files/records be maintained off-site or digitized?