

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: City Offices

Contact Person Nancy Hollis Department _____

Phone Number _____ Email _____

Number of employees regularly using the space: 1

Average number of visitors per day in the space: 5

Maximum number of people anticipated: 10

Square footage required: _____

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?	<input checked="" type="checkbox"/>		
• bathrooms?	<input checked="" type="checkbox"/>		
• kitchen?	<input checked="" type="checkbox"/>		
• another space?	<input checked="" type="checkbox"/>		<u>DAW</u>
Does this space need:	Yes	No	Comments or Details
• windows?	<input checked="" type="checkbox"/>		
• public access?	<input checked="" type="checkbox"/>		
• street visibility/storefront signs?		<input checked="" type="checkbox"/>	
• a private exterior entrance?		<input checked="" type="checkbox"/>	
• extra security?	<input checked="" type="checkbox"/>		
• vehicle access?		<input checked="" type="checkbox"/>	
• storage?	<input checked="" type="checkbox"/>		
• specialized work areas?		<input checked="" type="checkbox"/>	
• specialized equipment?			
• audio/video equipment?	<input checked="" type="checkbox"/>		
• dividers or smaller spaces?		<input checked="" type="checkbox"/>	
• desks?	<input checked="" type="checkbox"/>		
• tables?	<input checked="" type="checkbox"/>		
• chairs?	<input checked="" type="checkbox"/>		
• public service areas/counters?	<input checked="" type="checkbox"/>		
• pass-thru windows?		<input checked="" type="checkbox"/>	
• phones/faxes?	<input checked="" type="checkbox"/>		
• computers?	<input checked="" type="checkbox"/>		
• display space?		<input checked="" type="checkbox"/>	
• water?		<input checked="" type="checkbox"/>	
• showers?		<input checked="" type="checkbox"/>	
• lockers?		<input checked="" type="checkbox"/>	
• child care/play space?		<input checked="" type="checkbox"/>	
• special finishes floor-wall-ceiling?			

Additional requirements:

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: Council Chambers

Contact Person Nancy Hollis Department _____
 Phone Number 582 2500 Email coasclerk@mtaonline.net
 Number of employees regularly using the space: 0
 Average number of visitors per day in the space: 10 meetings
 Maximum number of people anticipated: 75
 Square footage required: _____

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?		<input checked="" type="checkbox"/>	
• bathrooms?	<input checked="" type="checkbox"/>		
• kitchen?		<input checked="" type="checkbox"/>	
• another space?	<input checked="" type="checkbox"/>		Clerks office
Does this space need:	Yes	No	Comments or Details
• windows?	<input checked="" type="checkbox"/>		
• public access?	<input checked="" type="checkbox"/>		
• street visibility/storefront signs?		<input checked="" type="checkbox"/>	
• a private exterior entrance?		<input checked="" type="checkbox"/>	
• extra security?		<input checked="" type="checkbox"/>	
• vehicle access?		<input checked="" type="checkbox"/>	
• storage?		<input checked="" type="checkbox"/>	
• specialized work areas?		<input checked="" type="checkbox"/>	
• specialized equipment?		<input checked="" type="checkbox"/>	
• audio/video equipment?	<input checked="" type="checkbox"/>		
• dividers or smaller spaces?		<input checked="" type="checkbox"/>	
• desks?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
• tables?	<input checked="" type="checkbox"/>		
• chairs?	<input checked="" type="checkbox"/>		
• public service areas/counters?		<input checked="" type="checkbox"/>	
• pass-thru windows?		<input checked="" type="checkbox"/>	
• phones/faxes?	<input checked="" type="checkbox"/>		
• computers?	<input checked="" type="checkbox"/>		
• display space?		<input checked="" type="checkbox"/>	
• water?		<input checked="" type="checkbox"/>	
• showers?		<input checked="" type="checkbox"/>	
• lockers?		<input checked="" type="checkbox"/>	
• child care/play space?		<input checked="" type="checkbox"/>	
• special finishes floor-wall-ceiling?			

Additional requirements:

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: Dept of Motor Vehicle

Contact Person Nancy Hollis Department _____
 Phone Number 502 2500 Email ccacterk@mifaonline.net
 Number of employees regularly using the space: 2
 Average number of visitors per day in the space: 10
 Maximum number of people anticipated: 50
 Square footage required: _____

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• bathrooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	
• another space?	<input type="checkbox"/>	<input type="checkbox"/>	
Does this space need:	Yes	No	Comments or Details
• windows?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• public access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• street visibility/storefront signs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• a private exterior entrance?	<input type="checkbox"/>	<input type="checkbox"/>	
• extra security?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• vehicle access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• storage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• specialized work areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	testing Area / lobby / service center
• specialized equipment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• audio/video equipment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• dividers or smaller spaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• desks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• tables?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• chairs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• public service areas/counters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• pass-thru windows?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• phones/faxes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• computers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• display space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• water?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• showers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• lockers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• child care/play space?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• special finishes floor-wall-ceiling?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional requirements:

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: Community Center

Contact Person Nancy Hollis Department _____
 Phone Number 582 12500 Email ncastler@mtaonline.net
 Number of employees regularly using the space: 0
 Average number of visitors per day in the space: 10
 Maximum number of people anticipated: 200
 Square footage required: _____

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?		<input checked="" type="checkbox"/>	
• bathrooms?	<input checked="" type="checkbox"/>		
• kitchen?	<input checked="" type="checkbox"/>		
• another space?			
Does this space need:	Yes	No	Comments or Details
• windows?	<input checked="" type="checkbox"/>		
• public access?	<input checked="" type="checkbox"/>		
• street visibility/storefront signs?	<input checked="" type="checkbox"/>		
• a private exterior entrance?	<input checked="" type="checkbox"/>		
• extra security?		<input checked="" type="checkbox"/>	
• vehicle access?		<input checked="" type="checkbox"/>	
• storage?	<input checked="" type="checkbox"/>		
• specialized work areas?		<input checked="" type="checkbox"/>	
• specialized equipment?		<input checked="" type="checkbox"/>	
• audio/video equipment?		<input checked="" type="checkbox"/>	
• dividers or smaller spaces?		<input checked="" type="checkbox"/>	
• desks?		<input checked="" type="checkbox"/>	
• tables?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
• chairs?	<input checked="" type="checkbox"/>		
• public service areas/counters?		<input checked="" type="checkbox"/>	
• pass-thru windows?		<input checked="" type="checkbox"/>	
• phones/faxes?	<input checked="" type="checkbox"/>		
• computers?		<input checked="" type="checkbox"/>	
• display space?	<input checked="" type="checkbox"/>		
• water?		<input checked="" type="checkbox"/>	
• showers?		<input checked="" type="checkbox"/>	
• lockers?		<input checked="" type="checkbox"/>	
• child care/play space?	<input checked="" type="checkbox"/>		
• special finishes floor-wall-ceiling?			

Additional requirements:

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: Fire Station

Contact Person SCOTT THOMPSON Department FIRE & EMS
 Phone Number 582-2886 Email COAEMS@MTAONLINE.NET
 Number of employees regularly using the space: 17
 Average number of visitors per day in the space: 4
 Maximum number of people anticipated: 25
 Square footage required: ??

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?		✓	
• bathrooms?		✓	
• kitchen?		✓	
• another space?	✓		outside wall
Does this space need:	Yes	No	Comments or Details
• windows?		✓	
• public access?	✓		
• street visibility/storefront signs?	✓		
• a private exterior entrance?	✓		
• extra security?			
• vehicle access?	✓		DRIVE IN & OUT
• storage?	✓		
• specialized work areas?		✓	
• specialized equipment?	✓		SEE WATER/SHOWERS
• audio/video equipment?	✓		
• dividers or smaller spaces?		✓	
• desks?		✓	
• tables?	✓		
• chairs?	✓		
• public service areas/counters?	✓		
• pass-thru windows?	✓		
• phones/faxes?	✓		
• computers?	✓		
• display space?		✓	
• water?	✓		needs a 20,000 gal water tank
• showers?	✓		to decon EMS & FIRE FIGHTERS
• lockers?	✓		to store med supplies
• child care/play space?		✓	
• special finishes floor-wall-ceiling?		✓	

Additional requirements: water pump FOR TANK, pump FROM TANK TO FIRE TRUCKS, DOORS must have power BACKUP (Gen). Gen. should RUN water TANK as well.

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: FIRE & EMS OFFICE Office Portion

Contact Person SCOTT THOMPSON Department FIRE & EMS
 Phone Number 582-2886 Email _____
 Number of employees regularly using the space: 2
 Average number of visitors per day in the space: 2
 Maximum number of people anticipated: 4
 Square footage required: ??

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?		<input checked="" type="checkbox"/>	
• bathrooms?		<input checked="" type="checkbox"/>	
• kitchen?		<input checked="" type="checkbox"/>	
• another space?		<input checked="" type="checkbox"/>	
Does this space need:	Yes	No	Comments or Details
• windows?	<input checked="" type="checkbox"/>		
• public access?	<input checked="" type="checkbox"/>		
• street visibility/storefront signs?		<input checked="" type="checkbox"/>	
• a private exterior entrance?		<input checked="" type="checkbox"/>	
• extra security?	<input checked="" type="checkbox"/>		<u>ENTRANCE FROM DRIVE IN EMS BAY</u>
• vehicle access?		<input checked="" type="checkbox"/>	<u>DOOR THAT LOCKS</u>
• storage?	<input checked="" type="checkbox"/>		
• specialized work areas?		<input checked="" type="checkbox"/>	
• specialized equipment?		<input checked="" type="checkbox"/>	
• audio/video equipment?		<input checked="" type="checkbox"/>	
• dividers or smaller spaces?		<input checked="" type="checkbox"/>	
• desks?	<input checked="" type="checkbox"/>		
• tables?			
• chairs?	<input checked="" type="checkbox"/>		
• public service areas/counters?		<input checked="" type="checkbox"/>	
• pass-thru windows?	<input checked="" type="checkbox"/>		
• phones/faxes?	<input checked="" type="checkbox"/>		
• computers?	<input checked="" type="checkbox"/>		
• display space?	<input checked="" type="checkbox"/>		
• water?		<input checked="" type="checkbox"/>	
• showers?		<input checked="" type="checkbox"/>	
• lockers?	<input checked="" type="checkbox"/>		
• child care/play space?		<input checked="" type="checkbox"/>	
• special finishes floor-wall-ceiling?		<input checked="" type="checkbox"/>	

Additional requirements:

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: USPS

Contact Person: Janet H. Doaver Department: USPS
 Phone Number: 582-2992 Email: _____
 Number of employees regularly using the space: 1
 Average number of visitors per day in the space: 1-2 back area
 Maximum number of people anticipated: Unknown in lobby area
 Square footage required: _____

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?	<input checked="" type="checkbox"/>		
• bathrooms?			} Have access to
• kitchen?			
• another space?	<input checked="" type="checkbox"/>		Workroom
Does this space need:	Yes	No	Comments or Details
• windows?	<input checked="" type="checkbox"/>		
• public access?	<input checked="" type="checkbox"/>		
• street visibility/storefront signs?		<input checked="" type="checkbox"/>	
• a private exterior entrance?	<input checked="" type="checkbox"/>		With Loading Dock
• extra security?	<input checked="" type="checkbox"/>		Window with bars
• vehicle access?	<input checked="" type="checkbox"/>		Mail truck
• storage?	<input checked="" type="checkbox"/>		Extra boxes & supplies
• specialized work areas?	<input checked="" type="checkbox"/>		Box (mail box)
• specialized equipment?			USPS
• audio/video equipment?		<input checked="" type="checkbox"/>	} cap
• dividers or smaller spaces?		<input checked="" type="checkbox"/>	
• desks?	<input checked="" type="checkbox"/>		1
• tables?	<input checked="" type="checkbox"/>		1
• chairs?	<input checked="" type="checkbox"/>		1
• public service areas/counters?	<input checked="" type="checkbox"/>		
• pass-thru windows?	<input checked="" type="checkbox"/>		
• phones/faxes?			} USPS
• computers?			
• display space?	<input checked="" type="checkbox"/>		
• water?			access to
• showers?		<input checked="" type="checkbox"/>	
• lockers?		<input checked="" type="checkbox"/>	
• child care/play space?		<input checked="" type="checkbox"/>	
• special finishes floor-wall-ceiling?			mail box area

Additional requirements:

Need a place outside access in front for the Blue box for mail drop. - Letter box needs 24 hour access under eave

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: Counseling/prevention/outreach

Contact Person Traci Wiggins Department Railbelt
 Phone Number 907-832-5557 Email rmha@mlfaonline.net
 Number of employees regularly using the space: 1
 Average number of visitors per day in the space: 3-10
 Maximum number of people anticipated: _____
 Square footage required: 500-1000

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?	<input checked="" type="checkbox"/>		
• bathrooms?	<input checked="" type="checkbox"/>		
• kitchen?			
• another space?			
Does this space need:	Yes	No	Comments or Details
• windows?	<input checked="" type="checkbox"/>		
• public access?	<input checked="" type="checkbox"/>		
• street visibility/storefront signs?		<input checked="" type="checkbox"/>	
• a private exterior entrance?	<input checked="" type="checkbox"/>		
• extra security?		<input checked="" type="checkbox"/>	
• vehicle access?	<input checked="" type="checkbox"/>		
• storage?	<input checked="" type="checkbox"/>		<u>preferable but not necessary</u>
• specialized work areas?		<input checked="" type="checkbox"/>	
• specialized equipment?		<input checked="" type="checkbox"/>	
• audio/video equipment?		<input checked="" type="checkbox"/>	
• dividers or smaller spaces?		<input checked="" type="checkbox"/>	
• desks?	<u>1</u>		
• tables?	<u>1</u>		
• chairs?	<input checked="" type="checkbox"/>		
• public service areas/counters?		<input checked="" type="checkbox"/>	
• pass-thru windows?	<input checked="" type="checkbox"/>		<u>preferable</u>
• phones/faxes?	<input checked="" type="checkbox"/>		
• computers?	<input checked="" type="checkbox"/>		
• display space?	<input checked="" type="checkbox"/>		<u>preferable</u>
• water?	<input checked="" type="checkbox"/>		
• showers?		<input checked="" type="checkbox"/>	
• lockers?		<input checked="" type="checkbox"/>	
• child care/play space?		<input checked="" type="checkbox"/>	
• special finishes floor-wall-ceiling?		<input checked="" type="checkbox"/>	

Additional requirements: one small office, lobby preferred, one small table space in lobby, private entrance.

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: Washeteria

Contact Person Nancy Hollis Department _____
 Phone Number 552 2500 Email coactent@mfaonline.net
 Number of employees regularly using the space: 1
 Average number of visitors per day in the space: 10
 Maximum number of people anticipated: 20
 Square footage required: _____

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?		<input checked="" type="checkbox"/>	
• bathrooms?	<input checked="" type="checkbox"/>		
• kitchen?		<input checked="" type="checkbox"/>	
• another space?			
Does this space need:	Yes	No	Comments or Details
• windows?	<input checked="" type="checkbox"/>		
• public access?	<input checked="" type="checkbox"/>		
• street visibility/storefront signs?	<input checked="" type="checkbox"/>		
• a private exterior entrance?	<input checked="" type="checkbox"/>		
• extra security?		<input checked="" type="checkbox"/>	
• vehicle access?	<input checked="" type="checkbox"/>		
• storage?		<input checked="" type="checkbox"/>	
• specialized work areas?		<input checked="" type="checkbox"/>	
• specialized equipment?	<input checked="" type="checkbox"/>		Com Wash/Dryer
• audio/video equipment?		<input checked="" type="checkbox"/>	
• dividers or smaller spaces?		<input checked="" type="checkbox"/>	
• desks?		<input checked="" type="checkbox"/>	
• tables?	<input checked="" type="checkbox"/>		
• chairs?	<input checked="" type="checkbox"/>		
• public service areas/counters?	<input checked="" type="checkbox"/>		
• pass-thru windows?		<input checked="" type="checkbox"/>	
• phones/faxes?		<input checked="" type="checkbox"/>	
• computers?		<input checked="" type="checkbox"/>	
• display space?		<input checked="" type="checkbox"/>	
• water?	<input checked="" type="checkbox"/>		
• showers?	<input checked="" type="checkbox"/>		
• lockers?		<input checked="" type="checkbox"/>	
• child care/play space?	<input checked="" type="checkbox"/>		
• special finishes floor-wall-ceiling?		<input checked="" type="checkbox"/>	

Additional requirements:

Space for 3 washers & dryers (Approx)

**City of Anderson Multi-Use Facility
Conceptual Planning Wish List/Requirements**

Activity Description: Car Wash

Contact Person Nancy Hollis Department Admin
 Phone Number 582-2500 Email ccacletka@mlfaonline.net
 Number of employees regularly using the space: _____
 Average number of visitors per day in the space: _____
 Maximum number of people anticipated: _____
 Square footage required: _____

Does the space need to be adjacent to:	Yes	No	Comments or Details
• a lobby?		/	
• bathrooms?		/	
• kitchen?		/	
• another space?		/	
Does this space need:	Yes	No	Comments or Details
• windows?		/	
• public access?	/		
• street visibility/storefront signs?		/	
• a private exterior entrance?		/	
• extra security?		/	
• vehicle access?	/		
• storage?		/	
• specialized work areas?		/	
• specialized equipment?	/		car washing equip
• audio/video equipment?		/	
• dividers or smaller spaces?		/	
• desks?		/	
• tables?		/	
• chairs?		/	
• public service areas/counters?		/	
• pass-thru windows?		/	
• phones/faxes?		/	
• computers?		/	
• display space?		/	
• water?		/	
• showers?		/	
• lockers?		/	
• child care/play space?		/	
• special finishes floor-wall-ceiling?		/	

Additional requirements: