

## VCGS Building Space Program

10/1/2014

Cemetery Type	NSF			
	Large	Medium	Small	Rural
Annual Burials	750 - 1,000	200 - 749	51 - 199	1 - 50
Employees	9 - 11	5 - 8	2 - 4	1

### Space

#### Administrative/Visitors

Entry Vestibule	150	114	90	-
Lobby	215	-	-	-
Kiosk	25	25	25	-
Men's toilet public	115	115	-	-
Women's toilet public	115	115	-	-
Unisex toilet	-	-	52	-
Family toilet	52	52	52	-
Waiting room (4-6 persons)	155	215	160	-
Reception/Cemetery Representative	150	120	56	-
Closet	10	10	10	-
Operations (files, office equipment)	150	100	15	-
Director's office	150	150	165	-
Conference Room	165	165	-	-
Mechanical/Electric	95	95	95	-
<b>Subtotal</b>	<b>1,547</b>	<b>1,276</b>	<b>720</b>	<b>-</b>

#### Maintenance/Operations

Forman's office	125	100	90	-
Honor Guard (kitchenette, lockers & toilet)	260	260	236	-
Boots & Lockers	110	110	70	-
Closet	10	10	10	-
Shower/Toilet	75	75	52	-
Wash Bay	540	540	-	-
Service Bay	600	360	360	400
Parts & Tool Storage	150	100	80	-
Air Compressor	50	50	50	-
Flammable Storage cabinet	25	25	25	-
Vehicle and Equipment Storage	1,100	720	360	-
<b>Subtotal</b>	<b>3,045</b>	<b>2,350</b>	<b>1,333</b>	<b>400</b>

#### Committal Service Shelter

Covered Area	900	900	900	-
Storage Room	125	125	125	-
<b>Subtotal</b>	<b>1,025</b>	<b>1,025</b>	<b>1,025</b>	<b>-</b>

#### General\*

Break room	165	120	-	-
Janitor Closet	40	35	35	-
Hall	90	90	80	-
<b>Subtotal</b>	<b>295</b>	<b>245</b>	<b>115</b>	<b>-</b>

#### Notes

Building program is driven by the annual workload and cemetery staffing and is divided into 4 categories; Rural, Small, Medium and Large.

The area guidelines listed above are based on Net Square Footage and represent the maximum allowance by use space. Maximum allowable Gross Square Footage may be 118% of net.

\* If the Administration and Maintenance Buildings are combined there will be one space shared space. If the buildings are separated there will be one space for each.