



City of Redondo Beach, Beach Cities Transit
Operations and Maintenance Facility Space Needs Program

Stantec Project No.: 2073016510
Updated: 6/7/2023

SPACE CATEGORY	SPACE NAME	FUNCTION	SPACE STANDARD		MIN SIZE SQFT	PROGRAM						ADJACENCY		Equipment / Furniture	Special Requirements	NOTES		
			W	X		L	x	H	QUANTITY				AREA SQFT				PRIMARY	SECONDARY
					TOTAL STAFF				SHIFTS	VISITORS	PEAK	SPACE						
MAINTENANCE	Maintenance Manager	Admin for Maintenance; private office				150	1	1	0	1	1	150	View of Shop	Maint Super	Workstation, File Cabinets			
	Maintenance Supervisor	Admin for Maintenance; private office				120	1	1	0	1	1	120	Direct view of Shop floor		File Cabinets; Security Monitor, Workstation			
	Shop / Accounting Clerk	Receive parts, invoicing, open office suite w/ access to exterior				120	1	1	0	1	1	120	adjacent to OH receiving door		File Cabinets, Workstation w/ receiving counter			
	File / Office Storage	General office/supply storage room for maintenance dept only				100					1	100		Maint Offices, Clerk	File cabinets, open shelves			
	Mechanics / Utility Workers	Program Line for staffing only; see Restrooms/Lockers in Shared Department for Restrooms)				0	8	2	1	9	0	0		-			Staff: 5 mechanics, 2 utility, + 1 future mech (general 0.5% growth in staff qty)	
	Uniform Storage	Alcove for clean uniform rack and dirty bin				25	0	0	1	1	1	25	ADJ to Locker Rooms		Closet Rod and Shelves			
	Technician Counter, Library	Technicians counter/workstation: Parts ordering; entering work order data into computerized				100					1	100	open to shop, adjacent to maint offices and parts storage		Storage Shelves, file cabinets, small workstation			
	Repair Bays	Bays w/ bus hoists to perform any maintenance or service function; Fall-protection in one bay for rooftop access	20	x	50	x	20	1,000				3	3,000	Common Work Area, Portable Equipment Storage, Maintenance staff offices	Work bench w/ vice at each bay, other mobile equipment and tool boxes; Platform lift for minimum of one bay; fall protection system in min of one bay; tailpipe exhaust system for all bays	OH Repair Jobs Require: one bay with roof top work requiring fall protection (line or gantry); Roof top antennas, A/C and batteries.		
	Common Work Area	Space to perform minor fabrications				300					1	300	Repair Bays	grinder, drill press, work bench, weld table, welding equip., etc.				
	Tire Shop and Storage	Space to store new and used tires on multi-tier racks.	20	x	15		300					1	300		Multi-tier racks for 50 tires total (new and used)			
	Battery Cabinet	Enclosed cabinet for battery storage	6	x	10		60					1	60	Repair Shop	Exterior rated battery charging cabinet, self-contained with lighting and ventilation	emergency wash needed adjacent to cabinet	Accessed by Pallet Jack	
	Electronics Shop	Maintenance/Repair of onboard electrical equipment	10	x	15		150					1	150	Adjacent to repair bays	Work bench, task lighting, storage racks/shelving	Does NOT require special clean-room requirements	Repair functions include multiplex wiring, electronic fareboxes, GPS-based automatic vehicle location system; Destination signs	
	Lube / Compressor Room	Enclosed room to house bulk fluid tanks	15	x	20		300					1	300	Close to maintenance bays, needs exterior access for delivery vehicle	Fluid tanks for: engine oils, Coolant, Transmission oils, Gear oil, Waste Oil; Air Compressor	Fire Rating (TBD), exhausted		
	Parts Storage	Space to store parts (engine/transmission blocks, windshields, seats/covers, wheel-rims, misc parts, cleaners, flam cabinets, etc.)	25	x	60	x	20	1,500				1	1,500	Adjacent to Repair Shop, access through exterior receiving OH Door; Maintenance Supervisor	Storage racks and High-density storage equipment	Space does not need to be walled-off, chainlink fencing would be sufficient.	Includes 12ft x 12ft allowance for parts receiving space. Contains large and small parts storage racks/shelving. Space for future clerk. Space for receiving table or counter. Additional storage on Mezzanine above (TBD)	
	Tool Crib (Shop Tools Storage)	Secure Cabinet or Cage for tool storage	6	x	6		36					1	36	Shop Foreman, Repair Bays	Secure storage cabinet			
	Mobile Equipment Storage	Storage of mobile equipment	10	x	20		200					1	200	Repair Bays	Mobile lifts, ladders, platforms, manual pallet manual; DOES NOT INCLUDE STORAGE FOR FORKLIFT OR MOBILE LIFTS			
	Hazardous Material Storage	Space for hazardous gas cylinders, chemicals (paint thinners, etc.)	5	x	10		50					1	50		Exterior storage cabinet or caged area with roof			
	Tool Box Storage	Designated space for tool boxes space	4	x	5		20					6	120				power receptacles	(1) full-size tool box + (1) cart per mechanic
MAINTENANCE SUMMARY:							11	3	2	13	24	6,631						
Grossing Factor (Circ, Elec, Mech, Struct): 15%												995						
MAINTENANCE TOTAL:												7,626						
FACILITY MAINT / BUILDING UTILITIES	FM Storage					100					1	100						
	Custodial					120	1	1	0	1	1	120						
	Main Electrical Room					250					1	250						
	Main IT/Data Room	Central IT room for entire facility.				150					1	150	Centrally located in office areas	IT racks, etc. as required	dedicated split AC system			
	Main Plumbing Room					100					1	100						
	Fire Riser Room					50					1	50						
	FM/UTILITY SUMMARY:							1	1	-	1	6	770					
Grossing Factor (Circ, Elec, Mech, Struct): 20%												154						
SERVICE TOTAL:												924						
VEHICLE SERVICING / UTILITY	Wash Bay	Manual, covered, drive-in/back-out Bus Wash operation	20	x	55	x	20	1100	-	-	-	-	1	1,100	Enclosed bay	Mechanical ventilation with corrosion resistant ductwork and equipment		
	Chassis Wash / Steam Bay	Exterior covered space for pre-inspection/repair under-carriage bus-wash	20	x	60	x	20	1200	-	-	-	-	0	0				Chassis wash bay not proposed
	Wash Equip Room	Equipment for vehicle wash system				10	650	-	-	-	-	0	0				Equipment room not required, wash equipment can be located within the bay for manual washing functions.	
	Fare / Revenue Room	Fare Vault room, include fare vault IT equip					100	-	-	-	-	0	0				Not included in proposed program	
	Cleaning Storage Room	Cleaning supplies, etc.					100	-	-	-	-	1	100	Adjacent to Wash Bay	washer + dryer for wash cloth; rags.			
	Electrical Room	Elec for wash equipment					100	-	-	-	-	0	0				Not required for the proposed configuration	
	VEHICLE SERVICING SUMMARY:							-			-	2	1,200					
	Grossing Factor (Circ, Elec, Mech, Struct): 20%												240					
SERVICE TOTAL:												1,440						

SPACE CATEGORY	SPACE NAME	FUNCTION	SPACE STANDARD			MIN SIZE SQFT	PROGRAM						ADJACENCY		Equipment / Furniture	Special Requirements	NOTES		
			W	X	L x H		QUANTITY				AREA SQFT	PRIMARY	SECONDARY						
						TOTAL STAFF	SHIFTS	VISITORS	PEAK	SPACE									
OPERATIONS	General Manager	Typical office					150	1	1	0	0	1	150			Workstation, File Cabinets			
	Operations Manager	Typical office					150	1	1	0	0	1	150	Dispatch suite and Lead Super		Workstation, File Cabinets			
	Operations Assistant	Typical office					150	1	1	0	0	1	150			Workstation, File Cabinets			
	Training Manager	Typical office					150	1	1	0	0	1	150	Training Room		Workstation, File Cabinets			
	Supervisors Office	Office for supervisors					150	2	2	0	2	1	150	Dispatch Drivers Room		Two workstations, File Cabinets	Window into Dispatch and Drivers Room		
	Dispatch Suite	Office space with counter/window with direct access to operators.					200	1	2	0	1	1	200	Direct view of bus yard and Operator Entry/Exit Drivers Room		Adjustable Height Workstations, file storage; IT equip: large security monitors mounted high on wall	receptacles for large monitors, IT closet closeby		
	Dispatch Vestibule	Adjacent to Dispatch Counter, space for two drivers at counter										1	120	Dispatch Suite Break Room		Counter w/ storage for paperwork, tackboards, notice boards			
	Payroll Clerk	Shared office with Disptach					0	1	1	0	1	1	0	Dispatch Ops Manager		Workstation, File Cabinets			
	Lost & Found Storage	Space to store lost and found items. Lost bikes may be stored outside.					75						1	75	Disptach Supervisors		Open storage shelves	Increased ventilation due to potential for soiled items being stored in room.	
	General Storage Room						200						1	200	Dispatch Suite		File cabinets, open shelving		
	Operators' Lockers	(35) Lockers 2-tier configuration	1	x	2	x	3	2	35	2	0	24	1	70	Break Room Restrooms		3-tier Lockers: 12W x 12D x 24H EA		
OPERATIONS SUMMARY:							43	2	-	28	11	1,415							
Grossing Factor (Circ, Elec, Mech, Struct):							20%							283					
OPERATIONS TOTAL:													1,698						
ADMINISTRATION	Offices	Typical private office	10	x	12	x	9	150	5	1	2	7	5	750	admin department		Workstation, file storage		
	Cubicles	Typical open cubicle	12	x	12	x	9	144	4	1	0	2	2	288	admin offices		open cube workstation for 2 persons each, file storage		
	Small conference room	Sized for 4					9	150					1	150	within admin suite		tables/chairs, Typical AV		
	Files / Storgae Room						9	200					1	200	within admin suite		Shelving, cabinets; step ladder		
	Copy / Production Area	Space for general office supplies, copy/printing functions					9	150					1	150	Admin Offices		Copy machine, counters, open/closed shelving		could be combined with File/Storage Room
	Restrooms	Gender neutral toilet room					9	75					1	75	away from offices				
	Break room						9	150					1	150	within admin suite		Small kitchenette: Cabinets w/ Sink, Refrigerator; table and seating for 4		
	ADMINISTRATION SUMMARY:							9	1	2	9	12	1,763						
	Grossing Factor (Circ, Elec, Mech, Struct):							20%							353				
	ADMINISTRATION TOTAL:													2,116					
	SHARED SPACES	Unisex RR/Shower	Centrally located and for use by all staff					9	90					1	90				
Lactation Room		Secure Room, 'Wellness Room'					9	65					1	65			Sink, counter, mini-refrigerator, chair		Space required by CA labor code
Break Room		Central break room/lounge space to be used by all staff.					9+	300					1	300	Exterior Patio Dispatch		Tables and chairs, drinking fountain w/ bottle filler, notice/bulletin boards, TV	Connection for cable TV	Connected to all dept., direct connection to exterior; space for 15+ people during large events
Kitchen		Open kitchen space integrated with Break Room, mix of seating options					9	100					1	100	Connected to Break Room		refridgerator, vending machines, ice maker, microwaves, garbage disposal, etc.		
Quiet Room		Separate quiet break room away from larger Break Room					9	65					1	65	Away from Break Room		lounge furniture		
Large Conference Room		Sized for 12 to 14					9	350					1	350	near admin office suite		tables/chairs, Typical AV		
Training Room		Flexible, large room with movable furniture					9+	400					1	400	Trainer Office Admin Suite		movable training tables/chairs; monitors on multiple walls	Connections for AV and Monitors	
Training Storage		Storage specifically for training function					9	80					1	80	Access through Training Room		Storage shelving, stackable rolling chair racks		
Mens RR/Lockers		Toilet room, lockers, and shower					9	350					1	350			Full-height locker 24x24 w/ boot drawer, integral bench		Lockers for Maintenance staff
Womens RR/Lockers		Toilet room, lockers, and shower					9	250					1	250			Full-height locker 24x24 w/ boot drawer, integral bench		Lockers for Maintenance staff
SHARED SUMMARY:							-	-	-	-	10	2,050							
Grossing Factor (Circ, Elec, Mech, Struct):							20%							410					
SHARED TOTAL:													2,460						

SPACE CATEGORY	SPACE NAME	FUNCTION	SPACE STANDARD		MIN SIZE	PROGRAM						ADJACENCY		Equipment / Furniture	Special Requirements	NOTES				
			W	x		L	x	H	QUANTITY								AREA			
					SQFT				TOTAL STAFF	SHIFTS	VISITORS	PEAK	SPACE				SQFT	PRIMARY	SECONDARY	
EXTERIOR SPACES	Employee Patio	Partially covered space connected directly to Break Room; BBQ area (size dependent of space configuration), landscaping					-	1000				1	1,000	Break Room	Employee Entry	Exterior tables/chairs; patio furniture; BBQ	Space should be close to where employees will enter and should be visually separate and secured from visitor/public entry			
	Designated Smoking Area	Covered space at least 25 feet from building openings for smoking						100				1	100							
	Trash Enclosure	City/County standard enclosure	10	x	25			250				1	250							
	Misc Ext Storage	FM, Utility, Bus Stops						500				1	500			delivery access				
	Electrical Utility	XMFR, Switchgear, etc.						500				1	500							
	EXTERIOR SPACE SUMMARY:								-	-	-	-	5	2,350						
	Grossing Factor (Circulation):								0%							-				
	EXTERIOR SPACE TOTAL:													2,350						

PARKING	PARKING WITHIN MAINTENANCE YARD:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
---------	----------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

		PROGRAM SUMMARY							
		QUANTITY					AREA		
		TOTAL STAFF	SHIFTS	VISITORS	PEAK	SPACE	SQFT		
PROGRAM TOTALS	GRAND TOTALS:		63	2	4	50	n/a	AREA	
	TOTAL BUILDING & SPACE AREA:							16,263	
	TOTAL SITE AREA:							35,708	
	SITE FACTOR:		5%						1,785
	TOTAL PROGRAM AREA:		1.23 ACRES					53,756	