Chapter 430 Terminal Supervisor Buildings

430.01 General
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430.01 General

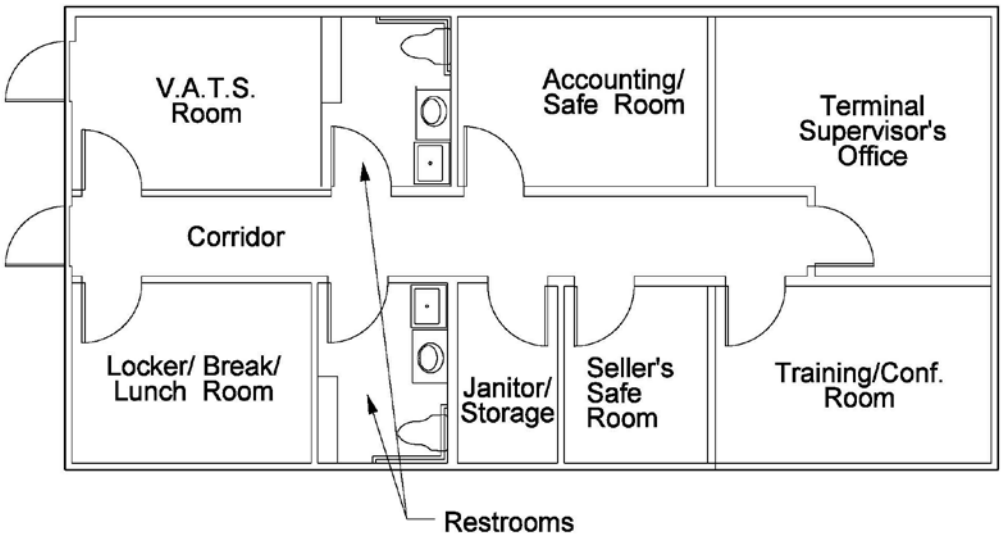
This chapter identifies the spaces associated with terminal supervisor functions and provides guidance for their design. Note that not all building spaces described in this chapter are required at each terminal. Refer to Appendix S for a list of existing and anticipated future building spaces by terminal.

Clinton Ferry Terminal/Terminal Supervisor Building
Exhibit 430-1

Exhibit 430-2 gives an example layout for a terminal supervisor building. Actual terminal supervisor facility layouts will vary based on specific site features and project needs. As required, building spaces/functions described in other chapters may be accommodated in the terminal supervisor building. For example, passenger facilities may be combined with terminal supervisor facilities in a single building. Passenger building spaces are described in Chapter 400. Maintenance functions may also be included. Refer to Chapter 440 for a description of maintenance building spaces.

For additional information, see the following chapters:

Chapter	Subject
300	Accessibility
310	Security
320	Environmental Considerations
350	Buildings
400	Passenger Buildings
410	Circulation and Passenger Waiting
450	Architecture



Example Layout for Terminal Supervisor Building
Exhibit 430-2

430.02 References

Unless otherwise noted, any code, standard, or other publication referenced herein refers to the latest edition of said document.

(1) Federal/State Laws and Codes

International Building Code (IBC), International Code Council

(2) Design Guidance

Enterprise Services Sizing Criteria

Enterprise Services Standard Plans

WSDOT Facilities Office Standard Plans

(3) Supporting Information

Mukilteo Multimodal Terminal Master Plan Design Report (2004), Ferries Division, Washington State Department of Transportation, Seattle, WA.

430.03 Design Considerations

(1) Accessibility

Wherever pedestrian facilities are intended to be a part of a transportation facility, 28 CFR Part 35 requires that those pedestrian facilities meet ADA guidelines. Federal regulations require that all new construction, reconstruction, or alteration of existing transportation facilities be designed and constructed to be accessible and useable by those with disabilities and that existing facilities be retrofitted to be accessible. Design pedestrian facilities to accommodate all types of pedestrians, including children, adults, the elderly, and persons with mobility, sensory, or cognitive disabilities. Refer to Chapter 300 for accessibility requirements. Section 300.06 addresses accessibility requirements relating to staff facilities at terminals.

(2) Security

Chapter 310 includes a general discussion of the United States Coast Guard (USCG) three-tiered system of Maritime Security (MARSEC) levels, vessels security requirements, and additional information pertaining to building design. Below are links to relevant sections by topic. Coordinate with the WSF Company Security Officer (CSO) regarding design issues pertaining to security. In addition, coordinate with the USCG and Maritime Security for all terminals, the United States Customs and Border Protection (USCBP) for international terminals, and the Transportation Security Administration (TSA) for TWIC and SSI.

- MARSEC Levels: 310.04
- Security Rooms: 310.07
- Access Control/Restricted Areas/TWIC: 310.10
- Panic Buttons: 310.12
- Signage: 310.13

(3) Environmental Considerations

Refer to Chapter 320 for general environmental requirements and design guidance. Refer to the project NEPA/SEPA documentation for project-specific environmental impacts and mitigation. For projects that involve remodeling and renovation of existing buildings, consider the need for assessment of lead paints, asbestos and other hazardous materials.

(4) Building Structures and Utilities

Refer to Chapter 350 for general building design criteria pertaining to terminal supervisor buildings. Below are links to relevant sections by topic.

- Building Structures: 350.04
- Building Foundations: 350.05
- Building Utilities: 350.06

(5) Circulation, Structure, and Envelope Multipliers

The building areas provided in Appendix S do not account for space requirements associated with building circulation corridors, structural columns, and the building envelope (walls). Estimate these space requirements using a 25% multiplier on building spaces associated with the terminal supervisor building.

(6) Building Architecture

Refer to Chapter 450 for general architectural design criteria pertaining to the terminal supervisor building. Below are links to relevant sections by topic.

- Building Code Requirements: 450.04
- Building Permits: 450.05
- WSF Architectural Guidelines: 450.06

(7) Location

When feasible, locate equipment and storage areas in close proximity to their required use. Take under consideration equipment and storage related issues such as access, noise, vibrations, emissions, odor, safety and environmental concerns. Storage areas may be combined if they have compatible storage requirements.

430.04 Terminal Supervisor Building Spaces

The terminal supervisor building should be located near the toll booths. Exhibit 430-3 identifies the building spaces that are typically associated with a terminal supervisor building. These spaces are described in more detail in the paragraphs that follow. Information on sizing requirements for these spaces is provided in Appendix S.

WSF terminal supervisor buildings are typically one level, but they may be two levels to accommodate site constraints and terminal needs. Exhibit 430-3 identifies the preferred level for locating building spaces in two-level terminal supervisor buildings or combined passenger/terminal supervisor buildings.

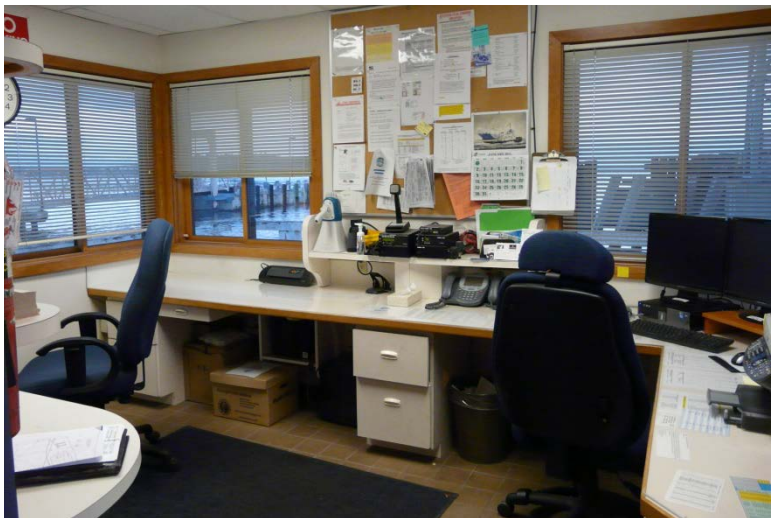
Building Space	1st Floor[1]	2nd Floor[1]	Comment
Terminal Supervisor Office		X	Optimize view of facility
Accounting/Safe Room		X	Locate near supervisor office
Seller Safe Room		X	Locate near supervisor office
Facility Engineer Office		X	Optional
Visiting Manager Office		X	Optional
Employee Restrooms	X	X	
Janitor Storage	X	X	Locate near restroom
VATS Room	X		Provide a separate entrance
Conference Room/Training Room/Library	X		
Employee Lunch/Break Room	X		
Employee Locker Room	X		
Overnight Employee Room	X		Anacortes, Seattle, Friday Harbor
Office Storage	X		
Shower Facility	X		Optional

[1] Indicates preferred level for multi-level building

Terminal Supervisor Building Spaces
Exhibit 430-3

(1) Terminal Supervisor Office

Provide an office for the terminal supervisor to conduct daily business surrounding operations for the route. This room serves as a communication hub for the terminal and can also be used for interaction with the public and interviews with staff. Provide space to keep log books, payroll documents, employee files, working schedules, supply orders, etc. Allow space for two working stations including computers, a copier, a fax, and a file cabinet. Provide enough counter space for ship to shore radio equipment, battery chargers, VMS display controller, and a security camera monitor.



Vashon Ferry Terminal Supervisor Office
Exhibit 430-4

(2) Accounting/Safe Room

Provide a secure room with access from the terminal supervisor office for accounting operations. Allow space for one work station, a large floor standing safe, a computer, a printer, a file cabinet, and a bill counter. Provide storage for stationary supplies and binders.

(3) Seller Safe Room

Provide a secure room with space for seller safes, a drop safe, and a work station. Assume the block of safes will occupy an area approximately 48.0” wide × 72” high × 24” deep. The actual quantity of safes required will be determined by WSF Operations requirements. This room provides WSF staff with an office to perform audit reports.

(4) Facility Engineer Office

Provide, when appropriate, an office for a visiting terminal maintenance engineer who is required to monitor and document all vendor activities in performing routine facility maintenance. Provide enough space for one work station, a fax machine, and a copier. Provide space with a network port and a telephone connection. This space is optional and may be combined with the visiting manager office.

(5) Visiting Manager Office

Provide space, where appropriate, for a visiting manager to work in remote locations or where events dictate a need for operations managers to be on site frequently. Provide space for two work stations including computers, a fax, and a copier. Add wall shelves to accommodate logs and binders. This space is optional and may be combined with the facility engineer office.

(6) Employee Restrooms

Provide the staff with two uni-sex employee restrooms. At least one restroom will have an inner toilet area and an outer room with a sink for UA testing. Design employee restrooms in accordance with the IBC and Section 450.06.

(7) Janitor Storage

Include an area near the restrooms for storing toiletries, cleaning products, cleaning equipment (floor buffers, mop buckets, and case materials), recycle and waste bags and liners. Include shelving in the storage room.

(8) Vessel and Terminal Security (VATS) Room

Provide an office area for use by homeland security personnel and Washington State Patrol officers while security troopers are on duty at the ferry terminal. Allow enough space for two work stations including computer, fax, copier, radio equipment and lockers. Provide a separate entrance into this area from outside.

(9) Conference Room/Training Room/Library

Provide a space for gatherings of terminal employees, advisory groups, managers, security teams, etc. Provide space to accommodate approximately six people seated at a table and video conferencing equipment. Room size may vary depending on the size and staffing requirements of the terminal. Also provide shelf space to accommodate a full set of Safety Management System (SMS) manuals, training videos, security sweep logs, night watch logs and fax machine. Ensure this room has controlled access for official use only.

(10) Employee Lunch/Break Room

Include a space for employees to take breaks. Provide a room for approximately four employees to gather for lunch with a table, chairs, refrigerator, microwave, sink, water dispenser, and counter space. Room size may vary depending on the size and staffing requirements of the terminal. This room can be combined with the employee locker room.

(11) Employee Locker Room

Include a space for employees to store personal items and foul weather gear. Determine the number of lockers based on the number of terminal staff during the summer season. The employee locker room may be combined with employee lunch/break room.

(12) Overnight Employee Room

Provide an overnight room with a restroom for employees who cannot get home from work or who cannot arrive to work in time for their shift. Ensure that the room has enough space for a single bed, end table, and emergency exit window. This room is only required to be provided at the Anacortes, Seattle, and Friday Harbor terminals.

(13) Office Storage

Include an area with cabinets and shelves to store office supplies, clerical supplies, forms, writing utensils, cartridges, batteries, flashlights and lanterns, medical supplies, receipt paper, and printer paper. Allow adequate space to store supplies which come in shipping boxes or cases, such as paper reams.

(14) Shower Facility

Consider providing shower facilities at terminals where space allows. Shower facilities help to encourage employees to utilize alternative modes of transportation, such as bicycling for their workday commutes. Provide the staff with a shower facility allowing space for a single shower stall and toilet. For terminals with overnight quarters (refer to (12) *Overnight Employee Room* above), locate the shower facility in the vicinity of the sleeping room.