



San Jacinto Building

May 2011



A Renovation Program for the San Jacinto Building at Central College of the HCCS

FACILITY PROGRAMMING AND CONSULTING with ESPA Corp. and Kirksey was engaged to prepare a renovation program of requirements for the *San Jacinto Building* at the Central College of the Houston Community College System. The renovation program is intended to give the design team a detailed renovation strategy and a workbook from which to work that lists all of the requirements for each space within the building. The architectural program is not intended to stunt the creativity of the design team by advocating any design style or procedure.

The renovation program is structured into sections as described below:

- 1 *Sign-Offs* contains the required signatures for approval of the renovation program.
- 2 The *Executive Summary* is a brief overview of the entire project, including location, spatial requirements, non-building related requirements, preliminary cost, and project schedule.
- 3 *Project Goals* establishes the basis for the project. It describes why the project is required and affirms that it is in keeping with the stated mission and direction of the college.
- 4 *Space and Adjacency Requirements* deals with the space requirements and functional relationships portion of the program. This section accounts for the majority of the document.

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SAN JACINTO BUILDING RENOVATION

CENTRAL COLLEGE OF THE HOUSTON COMMUNITY COLLEGE SYSTEM

RECOMMENDED FOR APPROVAL

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Dr. Mary S. Spangler, Ed.D
Chancellor
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executive summary

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A BRIEF HISTORY OF THE SAN JACINTO BUILDING

Sources for this brief architectural history of the San Jacinto Building include Stephen Fox, Graham Luhn, and Barrie Scardino.

LOCATED AT 1300 HOLMAN Avenue, the San Jacinto Building is the symbolic front door to the Central College in the Houston Community College System. A building of notable architecture, it has served in many capacities during its ninety-plus years and continues to serve the community to this day.

OVERVIEW

The San Jacinto Building began its life in 1914 as South End Junior High School (also know as Southside Junior High School). In 1925, three other junior high schools were built, and the building became San Jacinto High School, retaining the same initials.

Houston Junior College began to use the building at night in 1927, requiring an addition. In 1934, they became the University of Houston and began planning a new campus, which was completed in 1939.

After the University moved, the Houston Technical Institute and the Evening High School of the Houston Independent School District shared the school. The Houston Technical Institute took over ownership of the building from Houston I.S.D. in 1970. Houston Community College acquired the school in 1988.

PEOPLE

The genesis of South End Junior High School began with Mayor H. Baldwin Rice's insistence that the City of Houston purchase the ten acre site facing Holman and bound by San Jacinto Street, Austin Street and Alabama Avenue for a junior high school at a sum of \$120,000. The City also had to remove several houses. In the next election, these perceived extravagances became a campaign issue that helped unseat Mayor Rice.

A cash prize was offered for the best design submitted for the junior high school. Other than the winners, Layton & Smith of Oklahoma City, who went on to design the Oklahoma State Capitol Building (1914-17), little is known about the entries and submittals. The supervising architects were John McLelland and Maurice J. Sullivan. The general contractor was G. Hartman Contracting Company of Houston and St. Louis. Construction costs were estimated at \$250,000 and construction began in 1912. The landscape architect for the site was George E. Kessler, who was brought to Houston from St. Louis by J. S. Cullinan to lay out the Shadyside development, and who went on to consult the Board of Park Commissioners of Houston (1915-23) and to layout Hermann Park.



The first addition was made to the east in 1928 and designed by the firm of Hedrick & Gottlieb. A second addition was made to the west in 1936 and 1937 that mirrored the previous addition from the front, and included a large auditorium in the rear. The architect for this addition was Joseph Finger, born and trained in Austria, who developed a reputation for designing buildings in various Moderne styles, some now listed on the National Register of Historic Places. While the sources are not clear, it's possible that Joseph Finger may have associated with Hedrick & Gottlieb on the 1928 addition or he may have remodeled part of the Hedrick & Gottlieb designed addition to match his wing's Art Moderne style in 1936 and 1937.

The firm of Wirtz, Calhoun, Taungate and Jackson designed further additions in 1960 on the rear of the building that connect the Gymnasium, once a freestanding building, to the San Jacinto Building.

ARCHITECTURE

The original building is one of Houston's most imposing landmarks to come out of the City Beautiful Movement. The original U-shaped building has a monumental threestory classical front façade with monumental two-story high Doric columns of Texas limestone set on a first floor rusticated piano noble, topped by a balustraded parapet, and framed by pilaster end bays supporting pediments. The columns formed fifteen central bays in addition to the two end bays. The main entrance was via three sets of pedimented doors in the center of this façade. The original sides of the U consisted of ten bays with secondary entrances in the center of each side. Later additions covered these sides. Besides the Texas limestone, the exterior was finished with plastered reinforced concrete. The white color of these materials contrasted with the fenestration of the bays with their series of twelve over twelve double sash windows separated vertically by a decorative spandrel at the third floor line. The roof was flat.

The original building housed eighteen classrooms. In the center of the second floor was the conservatory, which is now the High School Memorial Room, where most of the original finishes are still intact. The southwest side of the U housed a natatorium with a 25-foot x 50-foot pool below the auditorium located on the second floor and the lunchroom on the third floor. The other leg housed a gymnasium on the second floor. In these sides or legs of the U, the second floor is lowered and the third floor is raised. By squeezing the lower and upper floors, a higher space was gained for the auditorium, gymnasium, and other functions on the two legs of the second floor.

The 1928 and 1937 end additions are angled forward, extending the front of the building to form a concave bow, creating a cour d'honneur in front of the building and further emphasizing the alignment of the center axis of the building with Caroline Street on the other side of Holman Avenue. The transition to each addition wing is provided by a five-story



Neo-Romanesque Art Moderne tower that is recessed from the façades of both the original building and the wing. The bases of the towers have a large one and one-half story arched doorway with a transom below a third-floor balcony. Above the balcony are tall arched bays separated by vertical finials and framed by vertical piers that sprout into sculptural figures. Capping each tower is a pointed hip standing seam metal roof resting on an abstract frieze.

The three story wings respectfully take their cue from the original building with ten bays of two-story pilasters framed by two end bays set above a rusticated piano noble. Here the entablature above the pilasters continues across the end bays in keeping with their all being in the same plane and the flat roof is hidden behind a simpler parapet.

The larger auditorium in the west wing addition was also designed in the Art Moderne style with a sloping main floor and a balcony accessed from both the second and third floor.

Later additions connected the San Jacinto Building to the once freestanding Gymnasium. The additions are mostly in the modern styles popular in the 1950 and 1960's. They are more utilitarian, and either subservient to the existing buildings or of a style that ignored them. The Gymnasium was built in 1926 to 1927, possibly also designed by Hedrick & Gottlieb. Its style fits with that of the wing additions.

FUNCTION

The San Jacinto Building has been remodeled many times over its ninety-plus year life. While most of the interior finishes and many of the spaces are not original, it is feasible and reasonable to take an adaptive restoration approach that recaptures the most significant historical areas of the building and brings the building up to current teaching standards and technology requirements. The exterior of the building retains most of its original construction. If landmark status is desired, a more complete restoration of the exterior is feasible and desirable.

The main issues with the restoration of the exterior are the later additions and the relatively recent (1980's?) replacement of the windows with a muntin pattern that bears no resemblance to the original sash. While the Gymnasium has historical significance and architectural character worthy of adaptive restoration, the connecting additions have little historical or architectural significance, and by current standards, they function poorly. Also of concern is the relatively recent change that unfortunately added an accent color to the building's courses, entablatures, and pediments and to the towers' balconies, bays, and friezes. To the extent possible within the master plan, consideration should also be given to adapting the original landscaping of the cour d'honneur as designed by George Kessler.





The main issues with adaptively restoring the interior are providing fire exits and addressing the level transitions in the second and third floors of the legs of the original U shaped building. Design should carefully balance complying with ADA and fire code requirements with the function of the building and the removal of the unsightly exterior metal stairs that have been added over the years. Restoring the main entry halls in the building to their original configuration and condition and using a paint and finish material scheme throughout the building that is in keeping with the original should be considered. Any areas that retain the original finishes under lay-in ceilings or behind new partitions that can be functionally used should also be restored.

The larger 1937 auditorium is mostly original except for the replacement of main seating. The balcony should be returned to use and kept intact as much as possible.

CONCLUSION

The original San Jacinto Building, its two early twentieth century wing additions including the Auditorium, and the Gymnasium, individually and together, form a unique and significant artifact in Houston from both a historical and architectural perspective. The building is made of durable materials and structurally sound, incorporated many advantages of construction technology of its era, such as solid walls for thermal insulation and sound attenuation. A similar building built today would cost many times more to construct.

Should it be decided to pursue nomination for the National Register of Historic Places and registration as a Texas Historic Landmark, the effort and cost of an adaptive restoration of the building could be accommodated within the renovation program to update the functionality of the San Jacinto Building and its fit into the master plan for the Central College of the Houston Community College System.

PROJECT DESCRIPTION AND SCOPE

The renovation of the San Jacinto Building is the largest piece of a large puzzle of projects that have recently been undertaken at the Central College of the Houston Community College System. A large portion of the campus has or will effectively be replaced with new or renovated facilities. The college will also be given the opportunity to re-image itself, improve the quality of facilities, and reconfigure adjacencies between departments, services, and administration.

The scope of this project is to completely renovate the San Jacinto Building and redevelop it as an administration/academic classroom building. This document outlines a program of stakeholder requirements for the renovation project and a renovation strategy to execute the project.

project goals

3



COMPLIANCE WITH THE COLLEGE'S STRATEGIC PLAN

The San Jacinto Building renovation is an integral part of the mission and strategic plan for the Houston Community College System. The renovated building will provide instructional areas for the primary schools that support academic transfer students as well as the senior administration functions of the college.

COMPLIANCE WITH THE COLLEGE'S MASTER PLAN

The renovation of the San Jacinto Building is a critical part of the overall redevelopment of the campus as described in the Central College Master Plan.

PROJECT NEED AND INTENT

The intent of this project is to correct a number of deficiencies in the facility as well as re-rationalize the usage of the building to better serve Central College in its overall academic mission. This project will serve as an opportunity for Central College that most college campuses rarely ever get: a chance to re-rationalize how people experience the campus and how departments are housed around campus. The San Jacinto Building is a historical building which provides the campus with both an attractive campus centerpiece, as well as a large quantity of space. As Central College is the largest academic transfer campus of all of the campuses in the Houston Community College System, the plan is to place the major academic transfer departments in the renovated facility along with a large number of classrooms and the executive administration.

PROJECT OBJECTIVES

During the kick-off meeting for the renovation programming of the San Jacinto Building held on January 5, 2011, a series of goals and needs for the project were stated by the faculty and staff of Central College and representatives from HCCS:

VISION AND PROJECT GOALS

- Create a signature facility
- Serve the contemporary community
- Communicate the importance of the students/place
- Leverage proximity to downtown, universities, and the Texas Medical Center
- "A facility that the students (community) are proud of"
- Opportunity to re-brand the College
- Department identity vs. inter-disciplinary approach
- Offer an open and inviting atmosphere
- Consider an enhanced ADA restroom in the building
- Opportunity to better configure adjacencies both within the building and for the overall campus
- Importance of interaction between departments is paramount
- Institute for Foreign Languages
- Central College as the Academic Institution of HCCS
- "Mid-Town" College
- Capitalize on the Mid-Town location
- Overall Campus Goals:
 - Center for Economic Development, Business (proximity to downtown)
 - Important Arts Center (location between downtown performing arts and museum district)

NEEDS

- High-quality teaching spaces
- Updated computer system/network
- Signage to follow HCCS Standards
- Casual gathering/technology space
- More computer-equipped/capable classrooms

SPACE AND ADJACENCY REQUIREMENTS is the chapter that outlines all of the space, technical, and relationship aspects of the program. This chapter describes the renovation of the *San Jacinto Building* in physical terms.

The information in this chapter will serve as a checklist for the design team as they design and lay out the renovation areas. The chapter is organized into the following sections:

- A description of the renovation strategy, including the new renovation plans (provided by *Kirksey*), historical spaces that must be preserved and/or enhanced, and special purpose areas that must be taken into consideration
- A summary of the space program requirements for the renovation
- Room-by-room requirements for each of the areas to be included in the newly renovated San Jacinto Building including space requirements and proposed locations

space and adjacency requirements

abbreviations and definitions

This section identifies the abbreviations and definitions of key principles that are used throughout this document:

TABLE ABBREVIATIONS

Many terms used in this chapter have been abbreviated:

ADA	Americans with Disabilities Act
ASF	Assignable Square Feet
CFCI	Contractor Furnished, Contractor Installed
CMU	Concrete Masonry Unit
GFCI	Ground Fault Circuit Interrupter
GSF	Gross Square Feet
GWB	Gypsum Wall Board (Sheetrock)
HCCS	Houston Community College System
HVAC	Heating, Ventilation, and Air Conditioning
LEED®	Leadership in Energy and Environmental Design
NASF	Non-Assignable Square Feet
OFCI	Owner Furnished, Contractor Installed
OFOI	Owner Furnished, Owner Installed
VCT	Vinyl Composition Tile

TABLE DEFINITIONS

Listed below are definitions of frequently used terms in this chapter:

Assignable Square Feet (ASF)	The usable area or area within the inside face of the interior walls of each space
Gross Square Feet (GSF)	The area within the outside face of the exterior walls of the building which includes assignable and non-assignable square feet, building service areas, circulation areas, mechanical areas, and structural areas
Non-Assignable Square Feet (NASF)	Areas such as mechanical space, telecommunication closets, janitor closets, etc., which are an inherent part of the building, but are not usable space for the owner's program activities (includes building service areas, circulation, and mechanical areas)
Structural Area	The sum of all the areas on all floors that cannot be occupied or put to use because of structural building features
Technical Requirements	Mechanical, electrical, and plumbing (MEP) and other physical, technical, or building construction requirements

ASSIGNABLE VS. GROSS SQUARE FEET

The tables and charts in this chapter depict area sizes in assignable square feet (ASF) and non-assignable square feet (NASF) unless gross square feet (GSF) is specifically noted. Assignable square footage measures only the usable area of a given space. It does not include space such as general building lobbies, corridors — except for internal circulation within suites — and other public and support spaces such as mechanical rooms, toilets, stairs, etc. These types of areas are included in the non-assignable square footage. The sum of the assignable square footage, the non-assignable square footage, and the structural areas is equal to the gross square footage of the building.

INTERNAL CIRCULATION

In addition to stairwells, elevators, lobbies, and mechanical rooms, the net-to-gross factor for the building will include space for major building corridors which provides access to the various spaces in the facility. This space allocation does not include space for hallways or semi-public waiting or reception areas which are affiliated with office suites. The suites themselves are accessed from the major building corridors, while the offices and other spaces within the suite are accessed from *internal circulation*.



HISTORICAL AREAS

There are several historically significant spaces in the building that should not be re-configured or changed as part of the renovation process.

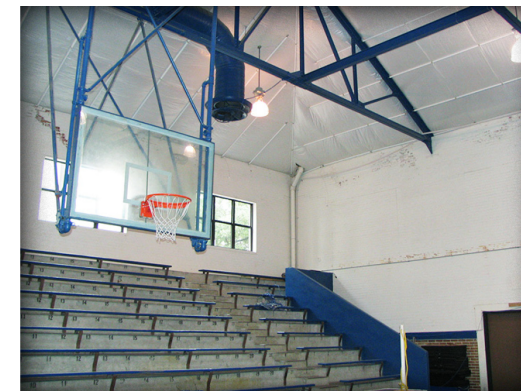
AUDITORIUM

- The auditorium is a historic space that can not be re-configured to provide a different use easily. It does not make sense to attempt to recapture this space for another use; thus, it should be updated as necessary to address existing deficiencies and improve the technology inside the room
- The existing pipe organ will be saved in place. Improvements to the organ are outside of the scope of this project.



CONSERVATORY

- Another space of historical significance is the Conservatory on the second floor located directly behind the central staircase. This space is a memorial to the San Jacinto High School, and is maintained by the *San Jacinto High School Alumni Association*. This space must be maintained in its current location. The cabinetry and infrastructure should be updated as necessary; however, a representative of the *San Jacinto High School Alumni Association* should be conferred with prior to making any final decisions regarding the renovation of the space. A small storage room is also included in the renovation plan to allow conservatory exhibits to be changed over time.



SPECIAL PURPOSE AREAS

There are also a number of special purpose spaces in the building that are not candidates for reuse in another capacity.

- Spaces located underground should either be abandoned or converted to storage space, as there is no feasible way to make them ADA accessible. Two of these spaces are located under/adjacent to the gymnasium.
- The rest rooms located off of the foyer that leads into the gymnasium are located underneath the built-in bleachers, and cannot be made accessible to the handicapped.
- A majority of the space in the existing women's locker rooms to the right of the gymnasium is also located under the built-in bleachers, and should be abandoned as usable space (other than storage).
- The old firing range located beneath the stage of the auditorium should either be abandoned or used as storage.



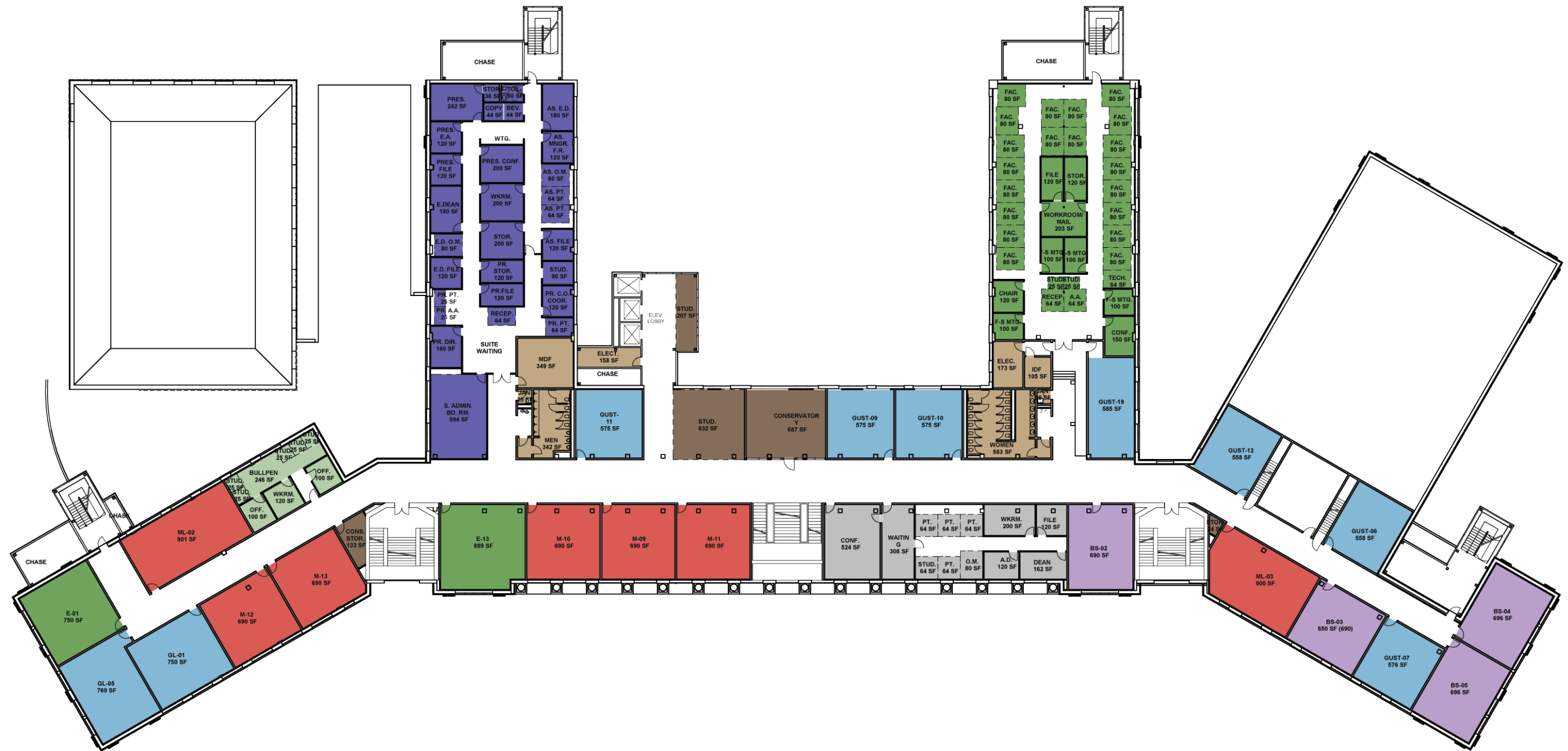
space and adjacency requirements

renovation plan • first floor

DIAGRAM RENOVATION PLAN • FIRST FLOOR



DIAGRAM RENOVATION PLAN • SECOND FLOOR



space and adjacency requirements

renovation plan • third floor

DIAGRAM RENOVATION PLAN • THIRD FLOOR



TABLE RENOVIATION SUMMARY

San Jacinto Building	Requested Square Feet	Renovation Square Feet	Page Nº
Auditorium	9,100	9,100	04.3
Fitness Center/Physical Education	17,706	19,997	04.8
GUST, ESL, & World Languages	20,089	19,727	04.18
Honors College	1,845	1,911	04.26
Conservatory	887	820	04.3
Dean of Instruction	2,292	2,024	04.32
English, Developmental English, & Humanities	16,363	15,597	04.38
Senior Administration Suite	5,374	5,436	04.48
Curriculum Innovation Center	5,034	4,998	04.68
Division of Mathematics & Developmental Mathematics	17,036	16,459	04.76
Division of Social & Behavioral Sciences	7,973	6,615	04.84
Academic Support	7,045	7,244	04.92
Building Support	675	1,509	04.100
Additional Areas (not originally in requested space)		3,731	04.104
Total ASF	111,419	115,168	
Total GSF	189,500	189,500	

DIAGRAM FITNESS CENTER/PHYSICAL EDUCATION • FIRST FLOOR



THE FITNESS CENTER/PHYSICAL EDUCATION area offers fitness classes for transfer (includes the FITT program). The classes are held in the fitness center of the San Jacinto Building. The center also serves as a fitness center for all faculty, staff, and students. The center offers basketball, yoga, aerobics, cardio, weight training, martial arts, massage therapy, and a variety of health-related classes.

TABLE FITNESS CENTER/PHYSICAL EDUCATION SPACE REQUIREMENTS

Space Name	Nº & Size of Space(s)	Requested ASF	Renovation ASF
Activity, Instruction, & Support Areas			
Gymnasium/Aerobics	1 @ 6,371 ASF	6,371	6,371
Cardio/Weights	1 @ 2,477 ASF	2,477	2,477
Women's Locker Room	1 @ 1,100 ASF	1,100	1,140
Men's Locker Room	1 @ 1,100 ASF	1,100	993
Laundry Room	1 @ 120 ASF	120	120
Massage Therapy Rooms	2 @ 175 ASF	350	374
Classrooms	<i>for 30 students</i> 2 @ 720 ASF	1,440	1,446
Storage Room	1 @ 135 ASF	135	162
Under Gym Storage			1,889
SubTotal Activity, Inst., & Support Areas		13,093	14,972
Office Suite			
Waiting/Check-In	1 @ 1,365 ASF	1,365	1,730
Department Chair	<i>private office</i> 1 @ 120 ASF	120	120
Administrative Assistant	<i>workstation</i> 1 @ 64 ASF	64	64
Manager	<i>workstation</i> 1 @ 80 ASF	80	80
Night Manager	<i>workstation</i> 1 @ 80 ASF	80	80
Professors	<i>workstation</i> 3 @ 80 ASF	240	240
Copy Alcove	1 @ 160 ASF	160	150
File/Storage Room	1 @ 140 ASF	140	138
Storage Room			158
SubTotal Office Suite		2,249	2,760
<i>Allowance for Internal Circulation</i>		<i>2,265</i>	<i>2,265</i>
Total ASF		17,607	19,997

space and adjacency requirements

fitness center/physical education | gymnasium/aerobics and cardio/weights

SPACE NAME	Gymnasium/Aerobics
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ROOM FUNCTION

Provides space for a non-regulation half-court basketball and aerobics area. When not in use for these functions, the space can be configured for gatherings and other events as required.

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	6,371 ASF	Power	See Note 1	Special Venting	See Note 5
Nº of Occupants	TBD	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Existing	Telephone	See Note 2	Floor Drain	No
Floor Finish	Refinish Existing	Data	See Note 1		
Ceiling Finish	Open to Structure	Audio/Visual	See Note 3		
Min. Door Width	72" (double doors)	Lighting	See Note 4		
Exterior Access	Yes				
Natural Light	Required				
Acoustical Privacy	Required				

NOTES

1. Provide convenience duplex outlets and outlets as required for operation of equipment, including backstops, moveable partitions, and clocks; provide convenience data outlets as required and provide wireless connectivity
2. Provide telephone outlets as required for phone, intercom and paging capabilities
3. Provide built-in speakers connected to the A/V system; provide projection equipment as required (verify requirements with user/operator)
4. Provide zoned lighting as required for flexibility (verify requirements)
5. Provide 6 air changes per hour (verify with MEP engineer)
6. Re-use existing built-in bleachers

FURNISHINGS, FIXTURES, & EQUIPMENT

Telephones with Intercom (as required)	OFOI	
Refinish Existing Basketball Backstop/Rim(s) (New Retractable Glass Basketball Backstop with Snap-back Rim; motorized; if budget allows)	CFCI	
Clocks (as required)	CFCI	
Recessed Drinking Fountains (per code)	CFCI	
Aerobics Mats (as required)	OFOI	

SPACE NAME	Cardio/Weights
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ROOM FUNCTION

Space for cardio equipment and weights

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	2,477 ASF	Power	See Note 2	Special Venting	See Note 5
Nº of Occupants	40+ People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1	Floor Drain	No
Floor Finish	See Note 1	Data	See Note 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 4		
Min. Door Width	72" (double doors)	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Cardio/Weights				

NOTES

1. Rubber athletic flooring
2. Provide extensive duplex outlets at wall and floor for equipment and convenience (verify power requirements for equipment)
3. Provide data outlets at equipment locations as required and provide wireless connectivity
4. Provide ceiling-mounted speakers connected to A/V system
5. Provide 18 air changes per hour and 100% exhaust or filter (verify with MEP engineer)
6. Provide an open plan room layout; provide adequate clearance around equipment for circulation

FURNISHINGS, FIXTURES, & EQUIPMENT

Telephone	OFOI	
Cardiovascular Machines (as required)	OFOI	
Weight Machines and Free Weights (as required)	OFOI	
Storage Cubes Near Entrance (as required)	CFCI	
Mirrors (as design allows)	CFCI	

SPACE NAME Women's Locker Room

ROOM FUNCTION

The women's locker area provide lockers, grooming, and changing areas as well as rest room and shower areas

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	1,140 ASF	Power	See Note 1	Special Venting	See Note 2
Nº of Occupants	25+ People	Emergency Power	No	Hot/Cold Water	See Note 3
Wall Finish	Ceramic Tile	Telephone	1	Floor Drain	Yes
Floor Finish	Non-slip Quarry Tile	Data	No		
Ceiling Finish	See Note 1	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Rest Room				

NOTES

1. Provide convenience duplex outlets as required at vanity/as required per code
2. Provide 100% exhaust air and 20-30 air changes per hour; verify with MEP engineer
3. Provide water (hot and cold) to sinks and showers; provide water at each toilet

FURNISHINGS, FIXTURES, & EQUIPMENT

		Toilets	
Telephone	OFOI	Wall-hung Toilets (as required per code)	CFCI
Half-height Lockers (130+)	CFCI	Toilet Partitions (as required)	CFCI
Changing Benches (as required)	OFOI	Toilet Accessories (as required)	CFCI
Vanity Counter with Sinks with one ADA Station (as required)	CFCI	Full-height Mirrors (as required)	CFCI
Showers		Adjustable Privacy Shades (as required)	CFCI
Tamper-proof Shower Heads (6)	CFCI		
Thermostatic Shower Controls (6)	CFCI		
Shower Accessories (as required)	CFCI		
Full-length Mirrors (as required)	CFCI		
Adjustable Privacy Shades (as required)	CFCI		
Heavy-duty Shower Curtains (6)	CFCI		
Shower Benches (6)	CFCI		

SPACE NAME Men's Locker Room

ROOM FUNCTION

The men's locker area provide lockers, grooming, and changing areas as well as rest room and shower areas

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	993 ASF	Power	See Note 1	Special Venting	See Note 2
Nº of Occupants	25+ People	Emergency Power	No	Hot/Cold Water	See Note 3
Wall Finish	Ceramic Tile	Telephone	1	Floor Drain	Yes
Floor Finish	Non-slip Quarry Tile	Data	No		
Ceiling Finish	See Note 1	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Rest Room				

NOTES

1. Provide convenience duplex outlets as required at vanity/as required per code
2. Provide 100% exhaust air and 20-30 air changes per hour; verify with MEP engineer
3. Provide water (hot and cold) to sinks and showers; provide water at each toilet

FURNISHINGS, FIXTURES, & EQUIPMENT

		Toilets	
Telephone	OFOI	Wall-hung Toilets (as required per code)	CFCI
Half-height Lockers (130+)	CFCI	Toilet Partitions (as required)	CFCI
Changing Benches (as required)	OFOI	Toilet Accessories (as required)	CFCI
Vanity Counter with Sinks with one ADA Station (as required)	CFCI	Full-height Mirrors (as required)	CFCI
Showers		Adjustable Privacy Shades (as required)	CFCI
Tamper-proof Shower Heads (6)	CFCI	Urinals (as required per code)	CFCI
Thermostatic Shower Controls (6)	CFCI		
Shower Accessories (as required)	CFCI		
Full-length Mirrors (as required)	CFCI		
Adjustable Privacy Shades (as required)	CFCI		
Heavy-duty Shower Curtains (6)	CFCI		
Shower Benches (6)	CFCI		

space and adjacency requirements

fitness center/physical education | laundry room and massage therapy rooms

SPACE NAME Laundry Room

ROOM FUNCTION

The laundry area provides an area to wash and dry soiled towels, etc.

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 2	Special Venting	See Note 3
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	See Note 4
Wall Finish	See Note 1	Telephone	1	Floor Drain	No
Floor Finish	Sealed Concrete	Data	No		
Ceiling Finish	See Note 1	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Laundry				

NOTES

1. Moisture-resistant gypsum wall board
2. Provide convenience duplex outlets at wall and floor, and GFCI outlets and counter per code; provide duplex outlets (with appropriate voltage) as required for laundering equipment
3. Provide exhaust capabilities per dryer as required; exhaust directly to exterior; provide increased room exhaust and cooling capabilities as required to reduce heat and humidity
4. Provide hot and cold water to the washing machine and to sink

FURNISHINGS, FIXTURES, & EQUIPMENT

Task Chairs/Stools (2)	OFOI	
Laundry Hampers (as required)	OFOI	
Telephone	OFOI	
Heavy-duty Metal Shelving (as required)	CFCI	
Commerical-grade Clothes Washer	OFCI	
Commerical-grade clothes Dryer	OFCI	
Water-resistant Built-in Counter with Base		
Cabinet wih Upper Cabinets (as required)	CFCI	
Work Sink with Spray Faucet	CFCI	

SPACE NAME Massage Therapy Rooms (2)

ROOM FUNCTION

Areas for massage therapy

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	Approx. 175 ASF each	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	2+	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1	Floor Drain	No
Floor Finish	vct	Data	No		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Required				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Massage Table (1 each; 2 total)	OFOI	
Chairs (as required)	OFOI	

SPACE NAME Classrooms (2)

ROOM FUNCTION

Multi-purpose classrooms serve as an instructional and performance space for FITT instruction and demonstration space for CPR courses

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	Approx. 720 ASF each	Power	See Note 1	Special Venting	See Note 3
Nº of Occupants	30 each	Emergency Power	No	Hot/Cold Water	See Note 4
Wall Finish	Painted GWB	Telephone	1	Floor Drain	No
Floor Finish	VCT/Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Notes 1 & 2		
Min. Door Width	36"	Security	No Requirement		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Classroom				

NOTES

1. Provide duplex outlets at walls for convenience; provide power, data and A/v as required for TV and provide wireless connectivity
2. Provide ceiling mounted speakers connected to A/v system
3. Provide 16 air changes per hour and 100% exhaust or filter (verify with MEP engineer)
4. Provide drinking fountain near the rooms

FURNISHINGS, FIXTURES, & EQUIPMENT

Telephone (1 each; 2 total)	OFOI	
Tables and Chairs (as required)	OFOI	
Mats (as required)	OFOI	
Locker/Storage Cabinets with Pull-Out Trays for storage of CPR Mannequins	CFCI	
Flat panel TV (1 each; 2 total)	OFOI	
Whiteboard (1 each; 2 total)	CFCI	

SPACE NAME Storage Room

ROOM FUNCTION

Provides space to store equipment and other materials

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	162 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Shelving/Cabinets (as required)	OFOI	
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space and adjacency requirements

fitness center/physical education | under gym storage and waiting/check-in

SPACE NAME Under Gym Storage

ROOM FUNCTION

Provides space to store equipment and other materials

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	1,889 ASF	Power	Existing	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Existing	Telephone	No	Floor Drain	No
Floor Finish	Existing	Data	No		
Ceiling Finish	Existing	Audio/Visual	No		
Min. Door Width	Existing	Security	No Requirement		
Exterior Access	No	Lighting	Existing		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

SPACE NAME Waiting/Check-In

ROOM FUNCTION

Space for a check-in desk for the fitness center and waiting space

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	1,730 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	50+ People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	2 Outlets at Check-In	Floor Drain	No
Floor Finish	vct	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	No Requirement				

NOTES

1. Provide electrical outlets and data ports to support up to two computer stations at the check-in desk; provide convenience outlets along the desk counter and along the perimeter walls; provide wireless access in the waiting area

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (as required)	OFOI	
Built-In Check-In Desk	CFCI	
Computers (2)	OFOI	
Task Chairs (2)	OFOI	
Printers (as required)	OFOI	
Telephones (2)	OFOI	

SPACE NAME Department Chair

ROOM FUNCTION

Office for the department chair

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Side Chairs (2)	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	

SPACE NAME Administrative Assistant

ROOM FUNCTION

Workstation for an administrative assistant

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	64 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation	OFOI	
Computer	OFOI	
Task Chair	OFOI	
Telephone	OFOI	

space and adjacency requirements

fitness center/physical education | manager, night manager, professors and copy alcove

SPACE NAME Manager, Night Manager, and Professors (3)

ROOM FUNCTION
Workstations for the manager, night manager, and three professors

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	80 ASF ea. (400 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES
1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation (1 each; 5 total)	OFOI	
Computer (1 each; 5 total)	OFOI	
Task Chair (1 each; 5 total)	OFOI	
Telephone (1 each; 5 total)	OFOI	
Lateral File (1 each; 5 total)	OFOI	

SPACE NAME Copy Alcove

ROOM FUNCTION
Alcove for shared office equipment, supplies, and taking a break

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	150 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	N/A		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier

FURNISHINGS, FIXTURES, & EQUIPMENT

Work Table	OFOI	
Copier/Printer	OFOI	
Fax/Scanner	OFOI	
Cabinetry with Upper Cabinets	CFCI	
Microwave	OFOI	
Coffee Machine	OFOI	
Under-counter Refrigerator	OFOI	

SPACE NAME File/Storage Room

ROOM FUNCTION

Provides space to store files and other materials

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	138 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

- Room requires visual access from the suite circulation via a window, side lite, or lite in the door

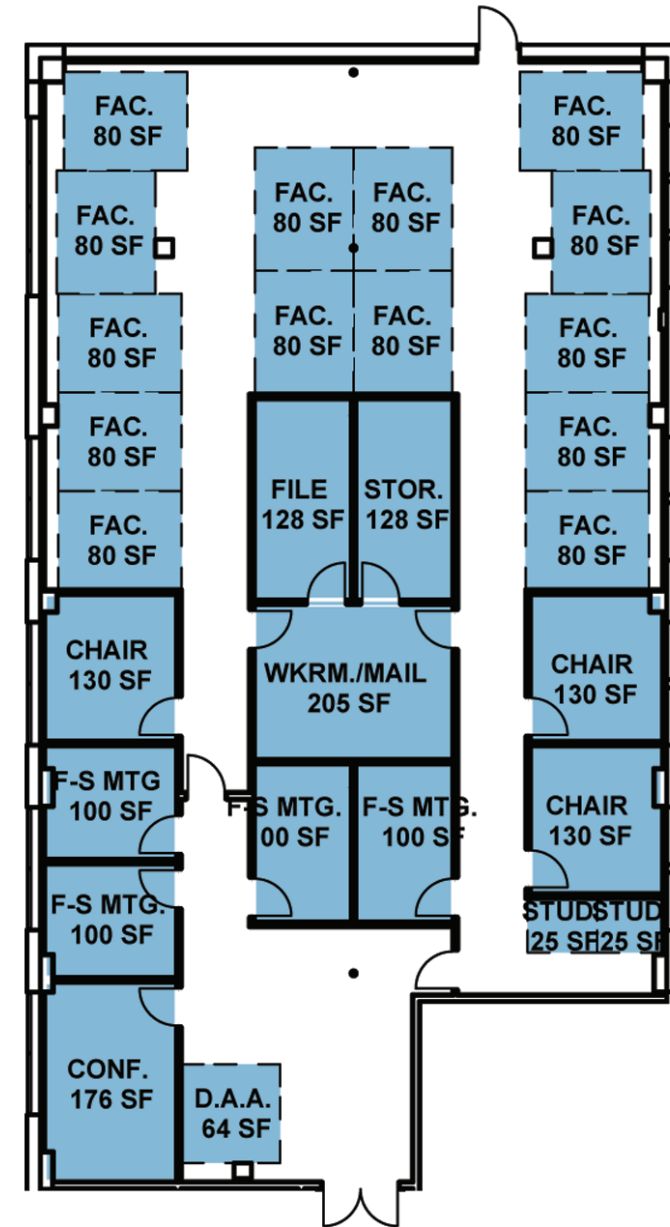
FURNISHINGS, FIXTURES, & EQUIPMENT

Lockable Lateral File Cabinet (as required)	OFOI		
Shelving/Cabinets (as required)	OFOI		

space and adjacency requirements

gust, esl, & world languages | overview

DIAGRAM GUST, ESL, & WORLD LANGUAGES • FIRST FLOOR



GUST, ESL, & WORLD Languages (or the Division of Languages) is comprised of three components:

- **Guided Studies** provides opportunities for students to upgrade their basic reading and study skills in order to maximize their chances of success in college level courses. The department offers classes for both native and non-native students who demonstrate a need for remediation in these areas.
- **English as a Second Language (ESL)** is designed for adults who want to study English while they take other college classes. These classes are usually developmental classes, but may include college-level courses.
- **World Languages** provides language instruction in Spanish, French, German, Japanese, Russian, Chinese, and Vietnamese to students wishing to transfer successfully to universities, or to students that want to meet personal and professional language goals.

TABLE GUST, ESL, & WORLD LANGUAGES SPACE REQUIREMENTS

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
Instruction & Support Areas				
Classrooms	<i>for 25 students</i>	22 @ 575 ASF	12,650	11,978
Computer Labs	<i>for 25 students</i>	5 @ 750 ASF	3,750	3,769
SubTotal Instruction & Support Areas			16,400	15,747
Office Suite				
Faculty	<i>workstations</i>	14 @ 80 ASF	1,120	1,120
Waiting Area	<i>for 4 people</i>	4 @ 25 ASF	100	100
Division Administrative Assistant	<i>workstation</i>	1 @ 64 ASF	64	64
Student Workers	<i>carrels</i>	2 @ 25 ASF	50	50
Chair Offices	<i>private office</i>	3 @ 120 ASF	360	390
Faculty-Student Meeting Rooms		4 @ 100 ASF	400	400
Conference Room	<i>for 6 people</i>	1 @ 150 ASF	150	176
Mail/Work Room		1 @ 200 ASF	200	205
File Room		1 @ 120 ASF	120	128
Storage Room		1 @ 120 ASF	120	128
SubTotal Office Suite			2,684	2,761
<i>Allowance for Internal Circulation</i>			<i>1,005</i>	<i>1,219</i>
Total ASF			20,089	19,727

space and adjacency requirements

gust, esl, & world languages | classrooms and computer labs

SPACE NAME Classrooms (21)

ROOM FUNCTION

General purpose flat floor classrooms with approximately twenty-five seats each

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	Approx. 575 ASF each	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	25 stud./1 instructor ea.	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 at Teaching Station	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

NOTES

1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
2. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to the locations of tables and the teaching station
3. Provide power and data at the ceiling to support an off-center LCD projector; provide power and data to the teaching station
4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT

Moveable Tables (13 each; 273 total)	OFOI	
Chairs (25 each; 525 total)	OFOI	
Ceiling-Mounted LCD Projector (1 each; 21 total)	CFCI	
White Boards (minimum 16 linear feet each)	CFCI	
Retractable Projection Screen (1 each; 21 total)	CFCI	
Teaching Station with a Computer and a Telephone (1 each; 21 total)	OFOI	

SPACE NAME Computer Labs (5)

ROOM FUNCTION

Computer labs for twenty-five students each. These labs should be configured to allow for use as either a computer lab or general lecture space (consider use of laptops or other mechanism for ensuring a clear view from the student desks to the teaching wall).

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	Approx. 750 ASF each	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	25 stud./1 instructors	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	At Teaching Station	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

NOTES

1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
2. Provide convenience duplex electrical outlets and data ports along the perimeter walls and in flush-mounted floor boxes as required, paying special attention to possible location for computer stations and the teaching station(s)
3. Provide power and data at the ceiling in appropriate locations to support an off-center LCD projector; provide power and data to the teaching station
4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT

Computer Stations (25 each; 125 total)	OFOI	
Computers/Laptops (25 each; 125 total)	OFOI	
Chairs (25 each; 125 total)	OFOI	
Ceiling-Mounted LCD Projector (1 each; 5 total)	CFCI	
White Boards (minimum 16 linear feet each)	CFCI	
Retractable Projection Screens (1 each; 5 total)	CFCI	
Teaching Station with a Computer and a Telephone (1 each; 5 total)	OFOI	

SPACE NAME Faculty (14)

ROOM FUNCTION

Workstations for the faculty

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	80 ASF ea. (1,120 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation (1 each; 14 total)	OFOI	
Computer (1 each; 14 total)	OFOI	
Task Chair (1 each; 14 total)	OFOI	
Telephone (1 each; 14 total)	OFOI	
Lateral File (1 each; 14 total)	OFOI	

SPACE NAME Waiting Area

ROOM FUNCTION

Space for up to four people to wait at the entry to the office suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	100 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

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FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 4 people)	OFOI	
End Table	OFOI	

space and adjacency requirements

gust, esl, & world languages | division administrative assistant and student workers

SPACE NAME Division Administrative Assistant

ROOM FUNCTION
Workstation for an administrative assistant

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	64 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES
1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation	OFOI	
Computer	OFOI	
Task Chair	OFOI	
Telephone	OFOI	

SPACE NAME Student Workers (2)

ROOM FUNCTION
Carrels for student workers

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	25 ASF ea.	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at each Carrel	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES
1. Provide power and data to each carrel to support a computer and a telephone

FURNISHINGS, FIXTURES, & EQUIPMENT

Carrel (1 each; 2 total)	OFOI	
Computer (1 each; 2 total)	OFOI	
Task Chair (1 each; 2 total)	OFOI	
Telephone (1 each; 2 total)	OFOI	

SPACE NAME Chair Offices (3)

ROOM FUNCTION

Offices for the department chairs

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF (360 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk (1 each; 3 total)	OFOI	
Task Chair (1 each; 3 total)	OFOI	
Computer (1 each; 3 total)	OFOI	
Telephone (1 each; 3 total)	OFOI	
Side Chairs (2 each; 6 total)	OFOI	
Desktop Printer (1 each; 3 total)	OFOI	
Lateral File Cabinet (4-drawer; 1 each; 3 total)	OFOI	
White Board (1 each; 3 total)	CFCI	

SPACE NAME Faculty-Student Meeting Rooms (4)

ROOM FUNCTION

Four rooms near the entry of the suite to allow faculty and students to meet when required

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	100 ASF (400 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide convenience electrical, telephone, and data outlets
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

Small Round Table with seating for 4 (1 each; 4 total)	OFOI	
Chairs (4 each; 16 total)	OFOI	
White Board (1 each; 4 total)	CFCI	

space and adjacency requirements

gust, esl, & world languages | conference room and mail/work room

SPACE NAME	Conference Room
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ROOM FUNCTION
Small conference room for six people

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	176 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	6 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 1		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls; provide a floor box in the center of the room beneath the conference table with power and data; also provide a wall box in the center of one wall with power and data to support a flat panel display/television
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Conference Table with Seating for 6	OFOI
Conference Chairs (6)	OFOI
Flat Panel Display/Television	OFOI
White Board	CFCI
Credenza	OFOI
Telephone	OFOI

SPACE NAME	Mail/Work Room
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ROOM FUNCTION
Space for shared office equipment, supplies, and mail

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	205 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Work Table	OFOI
Copier/Printer	OFOI
Fax/Scanner	OFOI
Cabinetry with Upper Cabinets	CFCI
Microwave	OFOI
Coffee Machine	OFOI
Mail Slots (as required)	OFOI
Under-counter Refrigerator	OFOI

SPACE NAME File Room

ROOM FUNCTION

Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	128 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vct	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

- Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

FURNISHINGS, FIXTURES, & EQUIPMENT	OFOI
Lockable Lateral File Cabinet (as required)	

SPACE NAME Storage Room

ROOM FUNCTION

Provides space to store department equipment and supplies

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	128 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vct	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

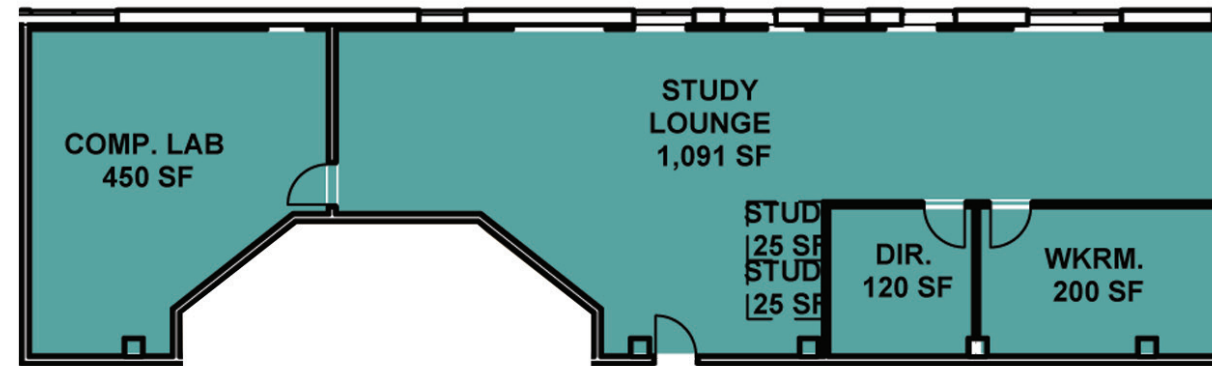
NOTES

- Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

FURNISHINGS, FIXTURES, & EQUIPMENT	OFOI
Industrial Metal Shelving (as required)	

DIAGRAM HONORS COLLEGE • FIRST FLOOR



THE HONORS COLLEGE IS a place where a specific enriched learning experience is provided to goal-oriented, academically gifted students. The Honors College offers a rigorous curriculum which is a challenging array of courses and seminars. Leadership opportunities, internships, study travel tours and service learning activities further enhance intellectual and personal growth. Honors courses will generally be small and seminar-based.

The purpose of the Honors College is to provide courses that show students how knowledge in the field is acquired, developed, evaluated, argued, tested, and applied. Assignments stress theory, analysis, and synthesis. Original research, whether in the library, field, laboratory, or on the internet is required along with a culminating project that is publicly shared and critiqued. Honors courses use active and collaborative learning. Students conduct interviews, keep journals, write term papers, work on advanced problem sets, and produce creative solutions to complex problems. Successful Honors College students are prepared to transfer to many of the most prestigious colleges and universities in the state and the nation.

TABLE HONORS COLLEGE SPACE REQUIREMENTS

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
Study Lounge		1 @ 1,000 ASF	1,000	1,041
Computer Lab	<i>for 12 to 15 people</i>	1 @ 450 ASF	450	450
Waiting Area		2 @ 25 ASF	50	50
Student Worker	<i>carrels</i>	1 @ 25 ASF	25	50
Honors College Director	<i>private office</i>	1 @ 120 ASF	120	120
Work Room		1 @ 200 ASF	200	200
Total ASF			1,845	1,911

space and adjacency requirements

honors college | study lounge and computer lab

SPACE NAME Study Lounge

ROOM FUNCTION
Area for honors students to relax and study in a quiet area

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	1,041 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	20 to 30 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Lounge Seating (as required)	OFOI		
Tables and Chairs (as required)	OFOI		

SPACE NAME Computer Lab

ROOM FUNCTION
Computer lab for twelve to fifteen honors students to use as needed

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	450 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	15 Students	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 2		
Natural Light	Preferred				
Acoustical Privacy	Yes				

- NOTES**
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls and in flush-mounted floor boxes as required, paying special attention to possible location for computer stations
 2. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls

FURNISHINGS, FIXTURES, & EQUIPMENT

Computer Stations (15)	OFOI		
Computers (15)	OFOI		
Chairs (15)	OFOI		
White Boards (as required)	CFCI		

SPACE NAME Waiting Area

ROOM FUNCTION

Space for up to two people to wait at the entry to the honors suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	50 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	2 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 2 people)	OFOI	
End Table	OFOI	

SPACE NAME Student Workers (2)

ROOM FUNCTION

Carrels for student workers

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	25 ASF ea.	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at each Carrel	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to each carrel to support a computer and a telephone

FURNISHINGS, FIXTURES, & EQUIPMENT

Carrel (1 each; 2 total)	OFOI	
Computer (1 each; 2 total)	OFOI	
Task Chair (1 each; 2 total)	OFOI	
Telephone (1 each; 2 total)	OFOI	

space and adjacency requirements

honors college | honors college director and work room

SPACE NAME Honors College Director

ROOM FUNCTION

Office for the Honors College Director

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Side Chairs (2)	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	

SPACE NAME Work Room

ROOM FUNCTION

Space for shared office equipment and supplies

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	200 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

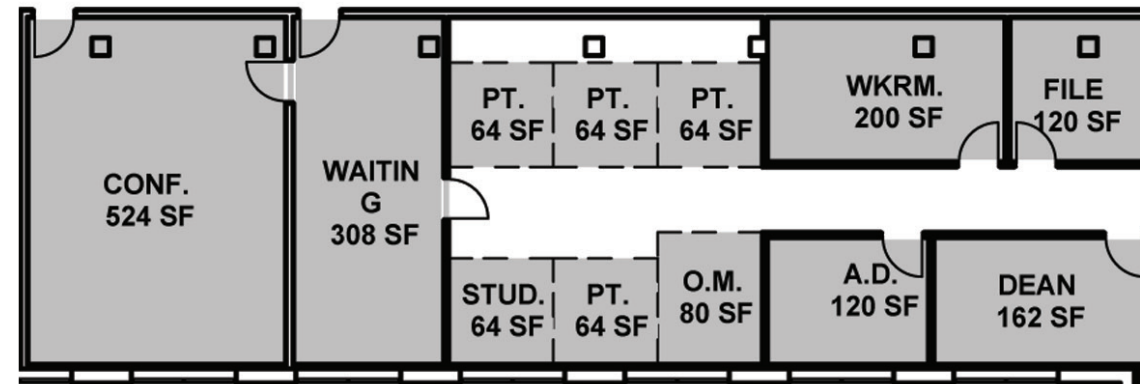
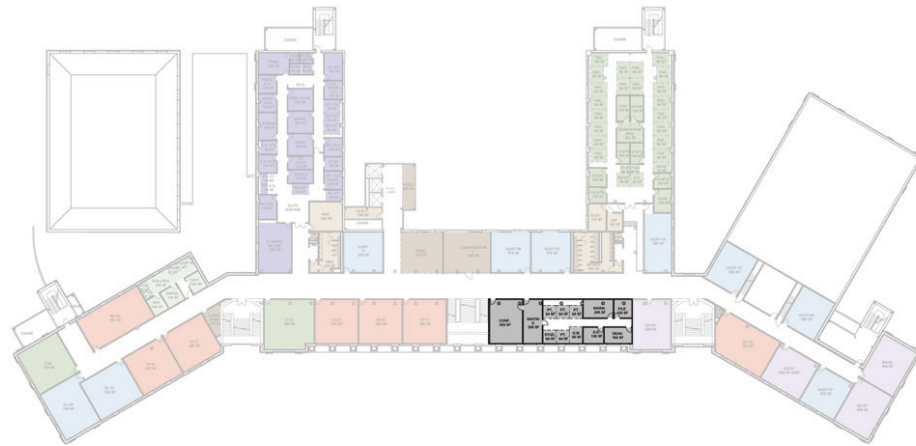
NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Work Table	OFOI	
Copier/Printer	OFOI	
Fax/Scanner	OFOI	
Cabinetry with Upper Cabinets	CFCI	
Microwave	OFOI	
Coffee Machine	OFOI	
Under-counter Refrigerator	OFOI	

DIAGRAM DEAN OF INSTRUCTION • SECOND FLOOR



THIS SECTION DESCRIBES THE space requirements for the Dean of Instruction. Included are a large lobby/waiting area, an office for the Dean of Instruction, and offices/workstations for support staff and office suite support areas.

TABLE DEAN OF INSTRUCTION SPACE REQUIREMENTS

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
Lobby/Waiting Area	<i>for 15 people</i>	1 @ 300 ASF	300	308
Staff Workstations	<i>workstation</i>	4 @ 64 ASF	256	256
Student Worker	<i>carrel</i>	1 @ 25 ASF	25	64
Office Manager	<i>workstation</i>	1 @ 80 ASF	80	80
Associate Dean of Instruction	<i>private office</i>	1 @ 120 ASF	120	120
Dean of Instruction	<i>private office</i>	1 @ 160 ASF	160	162
Conference Room	<i>for 20+ people</i>	1 @ 500 ASF	500	524
File Room		1 @ 120 ASF	120	120
Work Room		1 @ 200 ASF	200	200
SubTotal			1,761	1,834
<i>Allowance for Internal Circulation</i>			531	190
Total ASF			2,292	2,024

space and adjacency requirements

dean of instruction | lobby/waiting area, staff workstations and student worker

SPACE NAME Lobby/Waiting Area

ROOM FUNCTION
Space for up to fifteen people to wait at the entry to the office suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	308 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	15 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 15 people)	OFOI	
End Table	OFOI	

SPACE NAME Staff Workstations (4) and Student Worker

ROOM FUNCTION
Workstations for staff and a student worker

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	64 ASF (320 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES
1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation (1 each; 5 total)	OFOI	
Computer (1 each; 5 total)	OFOI	
Task Chair (1 each; 5 total)	OFOI	
Telephone (1 each; 5 total)	OFOI	

SPACE NAME Office Manager

ROOM FUNCTION

Workstation for the office manager

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	80 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation	OFOI	
Computer	OFOI	
Task Chair	OFOI	
Telephone	OFOI	
Lateral File	OFOI	

SPACE NAME Associate Dean of Instruction

ROOM FUNCTION

Office for the Associate Dean of Instruction

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Side Chairs (2)	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	

space and adjacency requirements

dean of instruction | dean of instruction and conference room

SPACE NAME	Dean of Instruction
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ROOM FUNCTION

Office for the Dean of Instruction

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	162 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Small Round Table with 4 Side Chairs	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	

SPACE NAME	Conference Room
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ROOM FUNCTION

Conference room for twenty people

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	524 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	20+ People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 1		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls; provide a floor box in the center of the room beneath the conference table with power and data; also provide a wall box in the center of one wall with power and data to support a flat panel display/television
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Conference Table with Seating for 20	OFOI	
Conference Chairs (20)	OFOI	
Flat Panel Display/Television	OFOI	
White Board	CFCI	
Credenza	OFOI	
Telephone	OFOI	

SPACE NAME File Room

ROOM FUNCTION

Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Lockable Lateral File Cabinet (as required)	OFOI	

SPACE NAME Work Room

ROOM FUNCTION

Space for shared office equipment, supplies, and mail

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	200 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

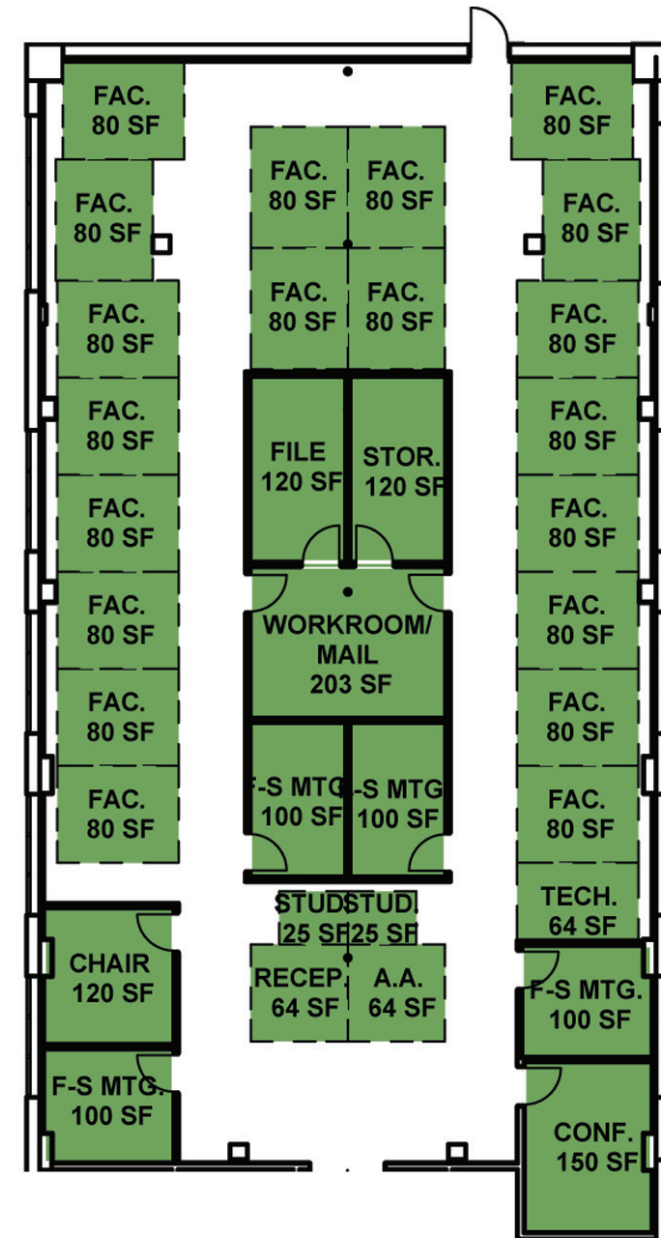
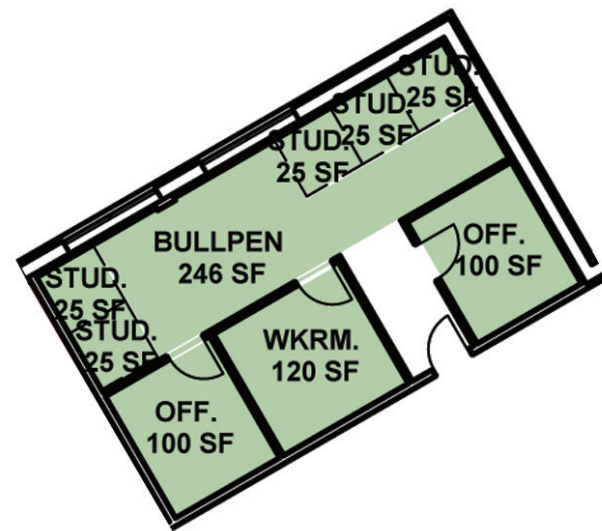
FURNISHINGS, FIXTURES, & EQUIPMENT

Work Table	OFOI	
Copier/Printer	OFOI	
Fax/Scanner	OFOI	
Cabinetry with Upper Cabinets	CFCI	
Microwave	OFOI	
Coffee Machine	OFOI	
Mail Slots (as required)	OFOI	
Under-counter Refrigerator	OFOI	

space and adjacency requirements

english, developmental english, & humanities | overview

DIAGRAM ENGLISH, DEVELOPMENTAL ENGLISH, & HUMANITIES • SECOND FLOOR



THE ENGLISH DEPARTMENT PROVIDES instruction and tutoring in English, Developmental English, and Humanities. Faculty and staff are provided with departmental staff support and an office/workstation.

TABLE ENGLISH, DEV. ENGLISH, & HUMANITIES SPACE REQUIREMENTS

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
Instruction & Support Areas				
Classroom/Computer Labs	<i>for 25 students</i>	15 @ 750 ASF	11,250	10,659
SubTotal Instruction & Support Areas			11,250	10,659
Student Publications				
Faculty Advisor Office	<i>private office</i>	2 @ 100 ASF	200	200
Staff Workstations	<i>carrel</i>	5 @ 25 ASF	125	125
Bullpen Area	<i>open office area</i>	1 @ 200 ASF	200	246
Work/Storage Room		1 @ 100 ASF	100	120
SubTotal Student Publications			625	691
<i>Allowance for Internal Circulation</i>			188	50
Office Suite				
Faculty	<i>workstations</i>	20 @ 80 ASF	1,600	1,600
Waiting Area		4 @ 25 ASF	100	100
Part-Time Receptionist	<i>workstation</i>	1 @ 64 ASF	64	64
Administrative Assistant	<i>workstation</i>	1 @ 64 ASF	64	64
Student Workers	<i>carrel</i>	2 @ 25 ASF	50	50
Chair	<i>private office</i>	1 @ 120 ASF	120	120
Technician	<i>workstation</i>	1 @ 64 ASF	64	64
Faculty-Student Meeting Rooms		4 @ 100 ASF	400	400
Conference Room	<i>for 6 people</i>	1 @ 150 ASF	150	150
Mail/Work Room		1 @ 200 ASF	200	203
File Room		1 @ 120 ASF	120	120
Storage Room		1 @ 120 ASF	120	120
SubTotal Office Suite			3,052	3,055
<i>Allowance for Internal Circulation</i>			1,248	1,142
Total ASF			16,363	15,597

space and adjacency requirements

english, developmental english, & humanities | classrooms/computer labs

SPACE NAME	Classrooms/Computer Labs (14)
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ROOM FUNCTION
 Classroom/computer labs for twenty-five students each. These labs should be configured to allow for use as either a computer lab or general lecture space (consider use of laptops or other mechanism for ensuring a clear view from the student desks to the teaching wall).

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	Approx. 750 ASF each	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	25 stud./1 instructors	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	At Teaching Station	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

- NOTES**
1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
 2. Provide convenience duplex electrical outlets and data ports along the perimeter walls and in flush-mounted floor boxes as required, paying special attention to possible location for computer stations and the teaching station(s)
 3. Provide power and data at the ceiling in appropriate locations to support an off-center LCD projector; provide power and data to the teaching station
 4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT		
Computer Stations (25 each; 350 total)	OFOI	
Computers/Laptops (25 each; 350 total)	OFOI	
Chairs (25 each; 350 total)	OFOI	
Ceiling-Mounted LCD Projector (1 each; 14 total)	CFCI	
White Boards (minimum 16 linear feet each)	CFCI	
Retractable Projection Screens (1 each; 14 total)	CFCI	
Teaching Station with a Computer and a Telephone (1 each; 14 total)	OFOI	

SPACE NAME Faculty Advisor Offices (2)

ROOM FUNCTION

Offices for the student publications faculty advisors

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	100 ASF (200 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk (1 each; 2 total)	OFOI	
Task Chair (1 each; 2 total)	OFOI	
Computer (1 each; 2 total)	OFOI	
Telephone (1 each; 2 total)	OFOI	
Side Chairs (2 each; 4 total)	OFOI	
Desktop Printer (1 each; 2 total)	OFOI	
White Board (1 each; 2 total)	CFCI	

SPACE NAME Staff Workstations (5)

ROOM FUNCTION

Carrels for publications staff

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	25 ASF (125 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at each Carrel	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to each carrel to support a computer and a telephone

FURNISHINGS, FIXTURES, & EQUIPMENT

Carrel (1 each; 5 total)	OFOI	
Computer (1 each; 5 total)	OFOI	
Task Chair (1 each; 5 total)	OFOI	
Telephone (1 each; 5 total)	OFOI	

space and adjacency requirements

english, developmental english, & humanities | student publications | bullpen area and work/storage room

SPACE NAME Bullpen Area

ROOM FUNCTION
Breakout area for publications staff to white board stories and ideas

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	246 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	5+ People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience electrical outlets, data ports, and telephone outlets along the perimeter walls
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
 3. Provide non-glare fluorescent lighting; utilize direct/indirect lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

Tables and Chairs (as required)	OFOI	
Sofa	OFOI	
White Board	CFCI	

SPACE NAME Work/Storage Room

ROOM FUNCTION
Space for office equipment and supplies

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Cabinetry with Upper Cabinets	CFCI	
Copier/Printer	OFOI	
Fax/Scanner	OFOI	
Microwave	OFOI	
Coffee Machine	OFOI	
Mail Slots (as required)	OFOI	
Under-counter Refrigerator	OFOI	

SPACE NAME Faculty (20)

ROOM FUNCTION

Workstations for the faculty

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	80 ASF ea. (1,600 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation (1 each; 20 total)	OFOI	
Computer (1 each; 20 total)	OFOI	
Task Chair (1 each; 20 total)	OFOI	
Telephone (1 each; 20 total)	OFOI	
Lateral File (1 each; 20 total)	OFOI	

SPACE NAME Waiting Area

ROOM FUNCTION

Space for up to four people to wait at the entry to the office suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	100 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

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FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 4 people)	OFOI	
End Table	OFOI	

space and adjacency requirements

english,developmentalenglish,&humanities|part-timereceptionist,administrativeassistant,technicianandstudentworkers

SPACE NAME	Part-Time Receptionist, Administrative Assistant, & Technician
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ROOM FUNCTION
Workstations for a part-time receptionist, an administrative assistant, and a technician

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	64 ASF (192 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES
1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT	
Modular Workstation (1 each; 3 total)	OFOI
Computer (1 each; 3 total)	OFOI
Task Chair (1 each; 3 total)	OFOI
Telephone (1 each; 3 total)	OFOI

SPACE NAME	Student Workers (2)
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ROOM FUNCTION
Carrels for student workers

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	25 ASF (50 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at each Carrel	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES
1. Provide power and data to each carrel to support a computer and a telephone

FURNISHINGS, FIXTURES, & EQUIPMENT	
Carrel (1 each; 2 total)	OFOI
Computer (1 each; 2 total)	OFOI
Task Chair (1 each; 2 total)	OFOI
Telephone (1 each; 2 total)	OFOI

SPACE NAME Chair

ROOM FUNCTION

Office for the chair

ARCHITECTURAL CHARACTERISTICS

Room Size	120 ASF
Nº of Occupants	1
Wall Finish	Painted gWB
Floor Finish	Carpet Tiles
Ceiling Finish	Acoustical Tile System
Min. Door Width	36"
Exterior Access	No
Natural Light	Required
Acoustical Privacy	Office

ELECTRICAL & TELECOMMUNICATIONS

Power	See Note 1
Emergency Power	No
Telephone	See Note 1
Data	See Note 1
Audio/Visual	No
Security	See Note 2
Lighting	See Note 3

HVAC & PLUMBING

Special Venting	No
Hot/Cold Water	No
Floor Drain	No

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Side Chairs (2)	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	

SPACE NAME Faculty-Student Meeting Rooms (4)

ROOM FUNCTION

Four rooms near the entry of the suite to allow faculty and students to meet when required

ARCHITECTURAL CHARACTERISTICS

Room Size	100 ASF (400 total)
Nº of Occupants	2 to 4 each
Wall Finish	Painted gWB
Floor Finish	Carpet Tiles
Ceiling Finish	Acoustical Tile System
Min. Door Width	36"
Exterior Access	No
Natural Light	Required
Acoustical Privacy	Office

ELECTRICAL & TELECOMMUNICATIONS

Power	See Note 1
Emergency Power	No
Telephone	See Note 1
Data	See Note 1
Audio/Visual	No
Security	See Note 2
Lighting	See Note 3

HVAC & PLUMBING

Special Venting	No
Hot/Cold Water	No
Floor Drain	No

NOTES

1. Provide convenience electrical, telephone, and data outlets
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

Small Round Table with seating for 4 (1 each; 4 total)	OFOI	
Chairs (4 each; 16 total)	OFOI	
White Board (1 each; 4 total)	CFCI	

space and adjacency requirements

english, developmental english, & humanities | conference room and mail/work room

SPACE NAME	Conference Room
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ROOM FUNCTION
Small conference room for six people

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	150 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	6 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 1		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls; provide a floor box in the center of the room beneath the conference table with power and data; also provide a wall box in the center of one wall with power and data to support a flat panel display/television
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Conference Table with Seating for 6	OFOI
Conference Chairs (6)	OFOI
Flat Panel Display/Television	OFOI
White Board	CFCI
Credenza	OFOI
Telephone	OFOI

SPACE NAME	Mail/Work Room
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ROOM FUNCTION
Space for shared office equipment, supplies, and mail

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	203 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Work Table	OFOI
Copier/Printer	OFOI
Fax/Scanner	OFOI
Cabinetry with Upper Cabinets	CFCI
Microwave	OFOI
Coffee Machine	OFOI
Mail Slots (as required)	OFOI
Under-counter Refrigerator	OFOI

SPACE NAME File Room

ROOM FUNCTION

Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

- Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Lockable Lateral File Cabinet (as required)	OFOI	

SPACE NAME Storage Room

ROOM FUNCTION

Provides space to store department equipment and supplies

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

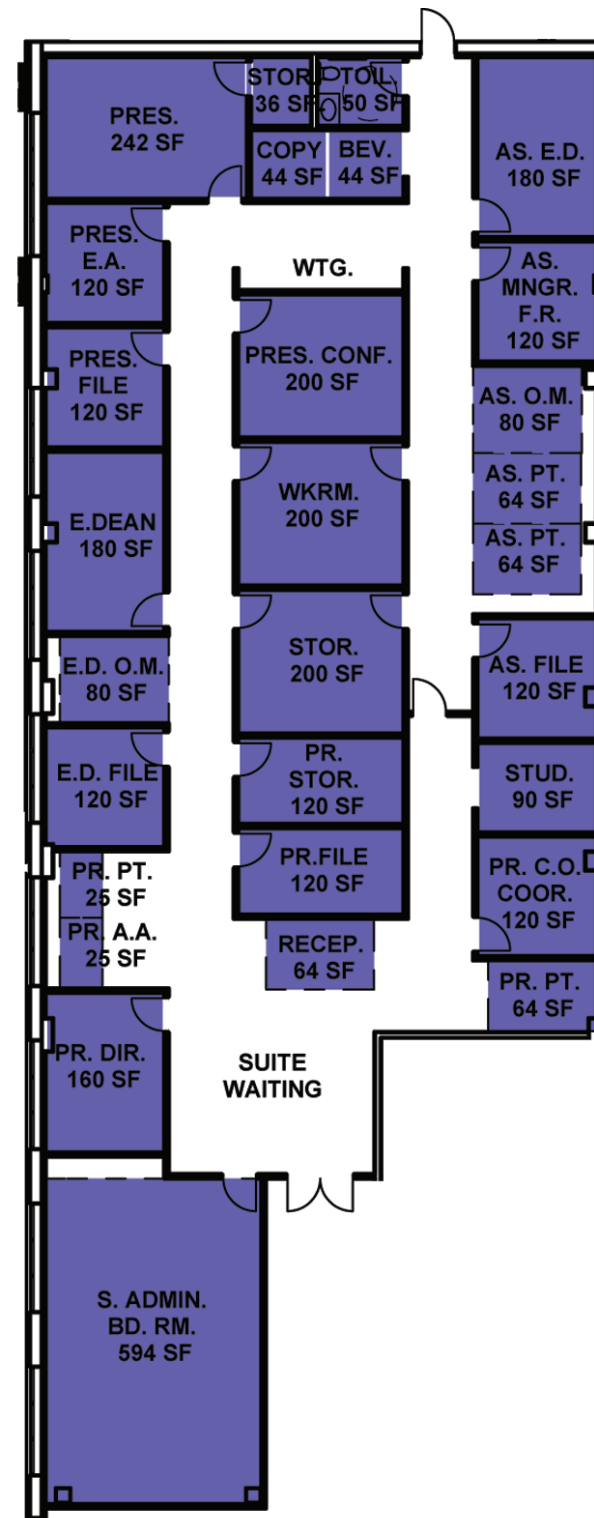
NOTES

- Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Industrial Metal Shelving (as required)	OFOI	

DIAGRAM SENIOR ADMINISTRATION SUITE • SECOND FLOOR



THE SENIOR ADMINISTRATION SUITE consists of four office areas to house the senior administrators of the college. The suite includes Public Relations, the Executive Dean for Instruction and Student Services, Administrative Services, and the President.

TABLE SENIOR ADMINISTRATION SUITE SPACE REQUIREMENTS

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
Suite Reception/Waiting	<i>for 10 people</i>	10 @ 25 ASF	250	250
Suite Receptionist	<i>workstation</i>	1 @ 64 ASF	64	64
Student Workers	<i>carrel</i>	4 @ 25 ASF	100	90
Public Relations				
Waiting Area	<i>for 2 people</i>	2 @ 25 ASF	50	50
Administrative Assistant	<i>workstation</i>	1 @ 64 ASF	64	64
Director, Public Relations	<i>private office</i>	1 @ 160 ASF	160	160
Community Outreach Coordinator	<i>private office</i>	1 @ 120 ASF	120	120
Part-Time Staff	<i>workstation</i>	2 @ 64 ASF	128	128
Storage Room		1 @ 120 ASF	120	120
Exterior Storage Room		1 @ 120 ASF	120	162
File Room		1 @ 120 ASF	120	120
SubTotal Public Relations			882	924
Executive Dean, Inst. & Student Svcs.				
Waiting Area	<i>for 2 people</i>	2 @ 25 ASF	50	50
Office Manager	<i>workstation</i>	1 @ 80 ASF	80	80
Executive Dean	<i>private office</i>	1 @ 180 ASF	180	180
File Room		1 @ 120 ASF	120	120
SubTotal Exec. Dean, Inst. & Stud. Svcs.			430	430
Administrative Services				
Waiting Area	<i>for 2 people</i>	2 @ 25 ASF	50	50
Office Manager	<i>workstation</i>	1 @ 80 ASF	80	80
Part-Time Staff	<i>workstation</i>	2 @ 25 ASF	50	128
Executive Director, Administrative Services	<i>private office</i>	1 @ 180 ASF	180	180
Manager, Financial Reporting	<i>private office</i>	1 @ 120 ASF	120	120
File Room		1 @ 120 ASF	120	120
SubTotal Administrative Services			600	678

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
President				
Reception/Waiting	<i>for 2 people</i>	2 @ 25 ASF	50	50
Executive Assistant	<i>private office</i>	1 @ 120 ASF	120	120
President	<i>private office</i>	1 @ 240 ASF	240	242
Closet				36
File Room		1 @ 120 ASF	120	120
President's Conference Room	<i>for 8 to 10 people</i>	1 @ 200 ASF	200	200
Beverage Alcove		1 @ 50 ASF	50	44
Copy Alcove		1 @ 50 ASF	50	44
Private Rest Room		1 @ 80 ASF	80	50
SubTotal President			910	906
Shared Support Areas				
Executive Conference Room	<i>for 20 people</i>	1 @ 500 ASF	500	594
Work Room		1 @ 200 ASF	200	200
Storage Room		1 @ 200 ASF	200	200
SubTotal Shared Support Areas			900	994
SubTotal Senior Administrative Suite			4,136	4,336
<i>Allowance for Internal Circulation</i>			1,238	1,100
Total ASF			5,374	5,436

space and adjacency requirements

senior administration suite | suite reception/waiting and suite receptionist

SPACE NAME Suite Reception/Waiting

ROOM FUNCTION

Space for up to ten people to wait at the entry to the office suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	250 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	10 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 10 people)	OFOI		
End Table	OFOI		

SPACE NAME Suite Receptionist

ROOM FUNCTION

Workstation for a receptionist

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	64 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation	OFOI		
Computer	OFOI		
Task Chair	OFOI		
Telephone	OFOI		

SPACE NAME Student Workers (4)

ROOM FUNCTION

Carrels for student workers

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	90 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	4	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at each Carrel	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to each carrel to support a computer and a telephone at each carrel

FURNISHINGS, FIXTURES, & EQUIPMENT

Carrels (4)	OFOI		
Computers (4)	OFOI		
Task Chairs (4)	OFOI		
Telephones (4)	OFOI		

space and adjacency requirements

senior administration suite | public relations | waiting area, administrative assistant, and part-time staff

SPACE NAME	Waiting Area
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ROOM FUNCTION
Space for two to wait at near the Public Relations area

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	50 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	2 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT	
Seating (for 2 people)	OFOI
End Table	OFOI

SPACE NAME	Administrative Assistant and Part-Time Staff (2)
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ROOM FUNCTION
Workstation for an administrative assistant and two part-time staff

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	64 ASF (192 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES
1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT	
Modular Workstation (1 each; 3 total)	OFOI
Computer (1 each; 3 total)	OFOI
Task Chair (1 each; 3 total)	OFOI
Telephone (1 each; 3 total)	OFOI

SPACE NAME Director, Public Relations

ROOM FUNCTION

Office for the Public Relations Director

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	160 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone; also provide a wall box in the center of one wall with power and cable to support a flat panel display/television
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Small Round Table with 4 Side Chairs	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	
Flat Panel Display/Television	OFOI	

SPACE NAME Community Outreach Coordinator

ROOM FUNCTION

Office for the community outreach coordinator

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Side Chairs (2)	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	

space and adjacency requirements

senior administration suite | public relations | storage room and exterior storage room

SPACE NAME	Storage Room
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ROOM FUNCTION
Provides space to store department equipment and supplies

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES
1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Industrial Metal Shelving (as required)	OFOI

SPACE NAME	Exterior Storage Room
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ROOM FUNCTION
Provides space to store outdoor supplies and equipment; located on the first floor with easy access to the exterior

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	162 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No Requirement		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT	
Industrial Metal Shelving (as required)	OFOI

SPACE NAME File Room

ROOM FUNCTION

Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

- Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Lockable Lateral File Cabinet (as required)	OFOI		

space and adjacency requirements

senior administration suite | executive dean, instruction & student services | waiting area and office manger

SPACE NAME **Waiting Area**

ROOM FUNCTION

Space for two to wait at near the Executive Dean, Instruction & Student Services area

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	50 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	2 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 2 people)	OFOI		
End Table	OFOI		

SPACE NAME **Office Manager**

ROOM FUNCTION

Workstation for the office manager

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	80 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation	OFOI		
Computer	OFOI		
Task Chair	OFOI		
Telephone	OFOI		
Lateral File	OFOI		

SPACE NAME Executive Dean

ROOM FUNCTION

Office for the Executive Dean

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	180 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Small Round Table with 6 Side Chairs	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	
Bookcases (as required)	OFOI	

SPACE NAME File Room

ROOM FUNCTION

Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Lockable Lateral File Cabinet (as required)	OFOI	

space and adjacency requirements

senior administration suite | administrative services | waiting area and office manager

SPACE NAME Waiting Area

ROOM FUNCTION

Space for two to wait at near the Executive Dean, Instruction & Student Services area

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	50 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	2 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 2 people)	OFOI		
End Table	OFOI		

SPACE NAME Office Manager

ROOM FUNCTION

Workstation for the office manager

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	80 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation	OFOI		
Computer	OFOI		
Task Chair	OFOI		
Telephone	OFOI		
Lateral File	OFOI		

SPACE NAME Part-Time Staff (2)

ROOM FUNCTION

Workstations for two part-time staff

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	64 ASF (128 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation (1 each; 2 total)	OFOI	
Computer (1 each; 2 total)	OFOI	
Task Chair (1 each; 2 total)	OFOI	
Telephone (1 each; 2 total)	OFOI	

SPACE NAME Executive Director, Administrative Services

ROOM FUNCTION

Office for the Executive Director of Administrative Services

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	180 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Small Round Table with 6 Side Chairs	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	
Bookcases (as required)	OFOI	

space and adjacency requirements

senior administration suite | administrative services | manager, financial reporting and file room

SPACE NAME Manager, Financial Reporting

ROOM FUNCTION
Office for the financial reporting manager

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

- NOTES**
1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
 3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Side Chairs (2)	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	

SPACE NAME File Room

ROOM FUNCTION
Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

- NOTES**
1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Lockable Lateral File Cabinet (as required)	OFOI	

SPACE NAME Waiting Area

ROOM FUNCTION

Space for two to wait at near the President's Office

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	50 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	2 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 2 people)	OFOI	
End Table	OFOI	

SPACE NAME Executive Assistant

ROOM FUNCTION

Office for the executive assistant to the president

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI	
Task Chair	OFOI	
Computer	OFOI	
Telephone	OFOI	
Side Chairs (2)	OFOI	
Desktop Printer	OFOI	
Lateral File Cabinet (4-drawer)	OFOI	
White Board	CFCI	

space and adjacency requirements

senior administration suite | president | president and file room

SPACE NAME	President
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ROOM FUNCTION
Office for the President

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	242 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

- NOTES**
1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
 3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting
 4. Consider upgrading finishes in this area

FURNISHINGS, FIXTURES, & EQUIPMENT	
Executive Desk	OFOI
Executive Chair	OFOI
Computer	OFOI
Telephone	OFOI
Small Conference Table with 6 Side Chairs	OFOI
Desktop Printer	OFOI
Lateral File Cabinet (4-drawer)	OFOI
White Board	CFCI
Bookcases (as required)	OFOI
Credenza	OFOI

SPACE NAME	File Room
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ROOM FUNCTION
Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

- NOTES**
1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Lockable Lateral File Cabinet (as required)	OFOI

SPACE NAME President's Conference Room

ROOM FUNCTION

Small conference room for eight to ten people

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	200 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	10 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 1		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls; provide a floor box in the center of the room beneath the conference table with power and data; also provide a wall box in the center of one wall with power and data to support a flat panel display/television
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Conference Table with Seating for 10	OFOI	
Conference Chairs (10)	OFOI	
Flat Panel Display/Television	OFOI	
White Board	CFCI	
Credenza	OFOI	
Telephone	OFOI	

SPACE NAME Beverage Alcove

ROOM FUNCTION

Provides space for a sink and a small refrigerator near the President's Office and Conference Room

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	44 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	Yes; at Sink
Wall Finish	Painted gWB	Telephone	No	Floor Drain	No
Floor Finish	VCT	Data	No		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No Requirement		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Cabinetry with a Small Sink and Upper Cabinets	CFCI	
Under-counter Refrigerator	OFOI	

space and adjacency requirements

senior administration suite | president | copy alcove and private rest room

SPACE NAME Copy Alcove

ROOM FUNCTION
Provides space for private copier for the President's area

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	44 ASF	Power	1 for Copier	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	No	Floor Drain	No
Floor Finish	VCT	Data	1 for Copier		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No Requirement		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Copier/Printer	OFOI	

SPACE NAME Private Rest Room

ROOM FUNCTION
Private rest room for the President

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	50 ASF	Power	No	Special Venting	Rest Room
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	Yes; Sink & Toilet
Wall Finish	See Note 1	Telephone	No	Floor Drain	No
Floor Finish	Ceramic Tile	Data	No		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No Requirement		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Rest Room				

NOTES
1. Painted gypsum wall board with a ceramic tile wainscot

FURNISHINGS, FIXTURES, & EQUIPMENT

Toilet	CFCI	
Sink with Vanity	CFCI	
Paper Towel Dispenser	CFCI	
Soap Dispenser	CFCI	

SPACE NAME Executive Conference Room

ROOM FUNCTION

Executive conference room for twenty-five people

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	594 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	25+ People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 1		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls; provide a floor box in the center of the room beneath the conference table with power and data; also provide a wall box in the center of one wall with power and data to support a flat panel display/television
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Consider upgrading the finishes in this room if the budget allows

FURNISHINGS, FIXTURES, & EQUIPMENT

Conference Table with Seating for 25	OFOI	
Conference Chairs (25)	OFOI	
Flat Panel Display/Television	OFOI	
White Board with Doors	CFCI	
Credenza	OFOI	
Telephone	OFOI	

SPACE NAME Work Room

ROOM FUNCTION

Space for shared office equipment, supplies, and mail

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	200 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Work Table	OFOI	
Copier/Printer	OFOI	
Fax/Scanner	OFOI	
Cabinetry with Upper Cabinets	CFCI	
Microwave	OFOI	
Coffee Machine	OFOI	
Mail Slots (as required)	OFOI	
Under-counter Refrigerator	OFOI	

space and adjacency requirements

senior administration suite | shared support areas | storage room

SPACE NAME	Storage Room
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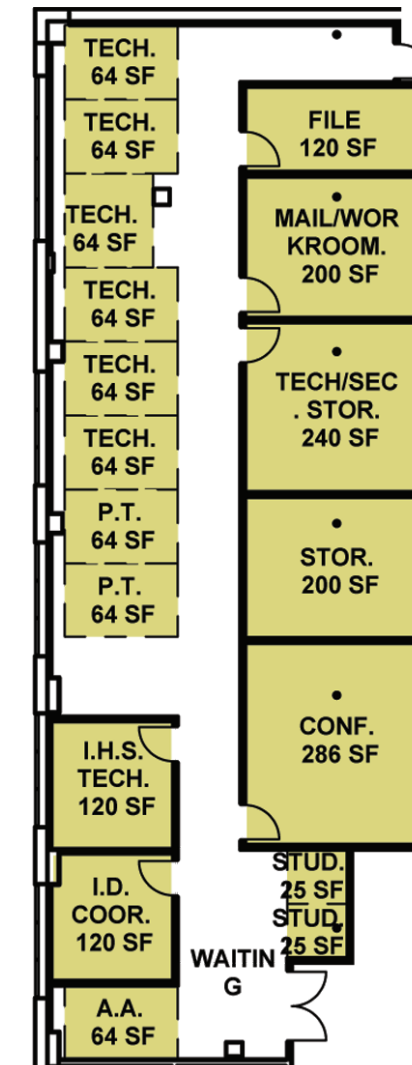
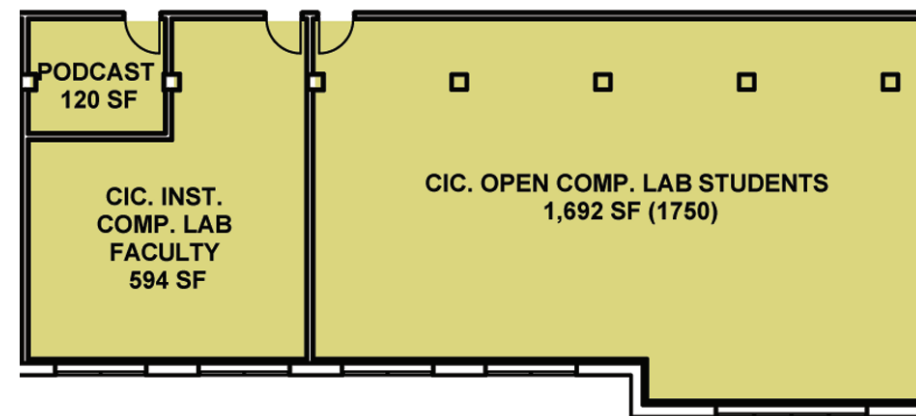
ROOM FUNCTION
Provides space to store equipment and supplies for the entire senior administrative suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	200 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES
1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Industrial Metal Shelving (as required)	OFOI

DIAGRAM CURRICULUM INNOVATION CENTER • THIRD FLOOR



THE CURRICULUM INNOVATION CENTER is a resource for the faculty members at the college to obtain training in the latest technology to better their teaching abilities.

TABLE CURRICULUM INNOVATION CENTER SPACE REQUIREMENTS

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
Instruction & Support Areas				
Faculty Instructional Computer Lab	<i>for 20 people</i>	1 @ 600 ASF	600	594
Student Open Instructional Computer Lab	<i>for 50 students</i>	1 @ 1,750 ASF	1,750	1,692
Podcast Recording Room		1 @ 120 ASF	120	120
SubTotal Instruction & Support Areas			2,470	2,406
Office Suite				
Reception/Waiting Area	<i>for 2 people</i>	2 @ 25 ASF	50	50
Administrative Assistant	<i>workstation</i>	1 @ 64 ASF	64	64
Instructional Design Coordinator	<i>private office</i>	1 @ 120 ASF	120	120
Instructional Hardware/Software Technician	<i>private office</i>	1 @ 120 ASF	120	120
Technicians	<i>workstation</i>	6 @ 64 ASF	384	384
Part-Time Staff	<i>workstation</i>	2 @ 64 ASF	128	128
Conference Room	<i>for 12 people</i>	1 @ 300 ASF	300	286
File Room		1 @ 120 ASF	120	120
Storage Room		1 @ 200 ASF	200	200
Technician Work Room/Secure Storage		1 @ 240 ASF	240	240
Mail/ Work Room		1 @ 200 ASF	200	200
SubTotal Office Suite			1,926	1,912
<i>Allowance for Internal Circulation</i>			<i>638</i>	<i>680</i>
Total ASF			5,034	4,998

space and adjacency requirements

curriculum innovation center | faculty instructional computer lab and open student instructional computer lab

SPACE NAME Faculty Instructional Computer Lab

ROOM FUNCTION
Instructional/training computer lab for up to twenty faculty

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	594 ASF	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	20 faculty	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	At Teaching Station	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

- NOTES**
1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
 2. Provide convenience duplex electrical outlets and data ports along the perimeter walls and in flush-mounted floor boxes as required, paying special attention to possible location for computer stations and the teaching station(s)
 3. Provide power and data at the ceiling in appropriate locations to support an off-center LCD projector; provide power and data to the teaching station
 4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT

Computer Stations (20)	OFOI	
Computers (20)	OFOI	
Chairs (20)	OFOI	
Ceiling-Mounted LCD Projector	CFCI	
White Boards (minimum 16 linear feet)	CFCI	
Retractable Projection Screens	CFCI	
Teaching Station with a Computer and a Telephone	OFOI	

SPACE NAME Open Student Instructional Computer Lab

ROOM FUNCTION
Open instructional computer lab for up to fifty students

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	1,692 ASF	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	50 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	At Teaching Station	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

- NOTES**
1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
 2. Provide convenience duplex electrical outlets and data ports along the perimeter walls and in flush-mounted floor boxes as required, paying special attention to possible location for computer stations and the teaching station(s)
 3. Provide power and data at the ceiling in appropriate locations to support an off-center LCD projector; provide power and data to the teaching station
 4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT

Computer Stations (50)	OFOI	
Computers (50)	OFOI	
Chairs (50)	OFOI	
Ceiling-Mounted LCD Projector	CFCI	
White Boards (minimum 16 linear feet)	CFCI	
Retractable Projection Screens	CFCI	
Teaching Station with a Computer and a Telephone	OFOI	

SPACE NAME Podcast Recording Room

ROOM FUNCTION

Small room for recording podcasts

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Acoustic Panels	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 1		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Recording Room				

NOTES

1. Provide electrical outlets and data ports to support a computer and podcast recording equipment (microphone(s), etc.) as required
2. Provide acoustical privacy and "in-use/recording light" outside door to prevent intrusion during a recording session

FURNISHINGS, FIXTURES, & EQUIPMENT

Desk/Computer Table	OFOI	
Computer	OFOI	
Microphone	OFOI	
Recording Equipment (as required)	OFOI	

SPACE NAME Waiting Area

ROOM FUNCTION

Space for two to wait at/near the entry to the suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	50 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	2 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 2 people)	OFOI	
End Table	OFOI	

space and adjacency requirements

curriculum innovation center | administrative assistant, technicians, part-time staff | instructional design coordinator, and instructional hardware/software technician

SPACE NAME Administrative Assistant, Technicians (6), and Part-Time Staff (2)

ROOM FUNCTION
Workstations for an administrative assistant, six technicians, and two part-time staff

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	64 ASF (576 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

- NOTES**
1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation (1 each; 9 total)	OFOI	
Computer (1 each; 9 total)	OFOI	
Task Chair (1 each; 9 total)	OFOI	
Telephone (1 each; 9 total)	OFOI	

SPACE NAME Instructional Design Coordinator and Instructional Hardware/Software Technician

ROOM FUNCTION
Offices for the instructional design coordinator and the instructional hardware/software technician

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF (240 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

- NOTES**
1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
 3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk (1 each; 2 total)	OFOI	
Task Chair (1 each; 2 total)	OFOI	
Computer (1 each; 2 total)	OFOI	
Telephone (1 each; 2 total)	OFOI	
Side Chairs (2 each; 4 total)	OFOI	
Desktop Printer (1 each; 2 total)	OFOI	
Lateral File Cabinet (4-drawer; 1 each; 2 total)	OFOI	
White Board (1 each; 2 total)	CFCI	

SPACE NAME Conference Room

ROOM FUNCTION

Small conference room for twelve people

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	286 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	12 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 1		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls; provide a floor box in the center of the room beneath the conference table with power and data; also provide a wall box in the center of one wall with power and data to support a flat panel display/television
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Conference Table with Seating for 12	OFOI	
Conference Chairs (12)	OFOI	
Flat Panel Display/Television	OFOI	
White Board	CFCI	
Credenza	OFOI	
Telephone	OFOI	

SPACE NAME File Room

ROOM FUNCTION

Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Lockable Lateral File Cabinet (as required)	OFOI	

space and adjacency requirements

curriculum innovation center | storage room and technician work room/secure storage

SPACE NAME	Storage Room
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ROOM FUNCTION
Provides space to store equipment and supplies for the entire senior administrative suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	200 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES
1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Industrial Metal Shelving (as required)	OFOI
Cabinetry/Shelving (as required)	CFCI

SPACE NAME	Technician Work Room/Secure Storage
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ROOM FUNCTION
Provides space for technicians to work on and store computer equipment and supplies

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	240 ASF	Power	See Note 1	Special Venting	See Note 3
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	2 Outlets	Floor Drain	No
Floor Finish	VCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES
1. Provide multiple electrical and data outlets to support a computer technician area
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Assess HVAC requirements to assure adequate cooling

FURNISHINGS, FIXTURES, & EQUIPMENT	
Workbench with 4 Workstations	CFCI
Computer Racks (as required)	OFOI
Lockable Storage Racks/Shelving (as required)	OFOI

SPACE NAME	Mail/Work Room
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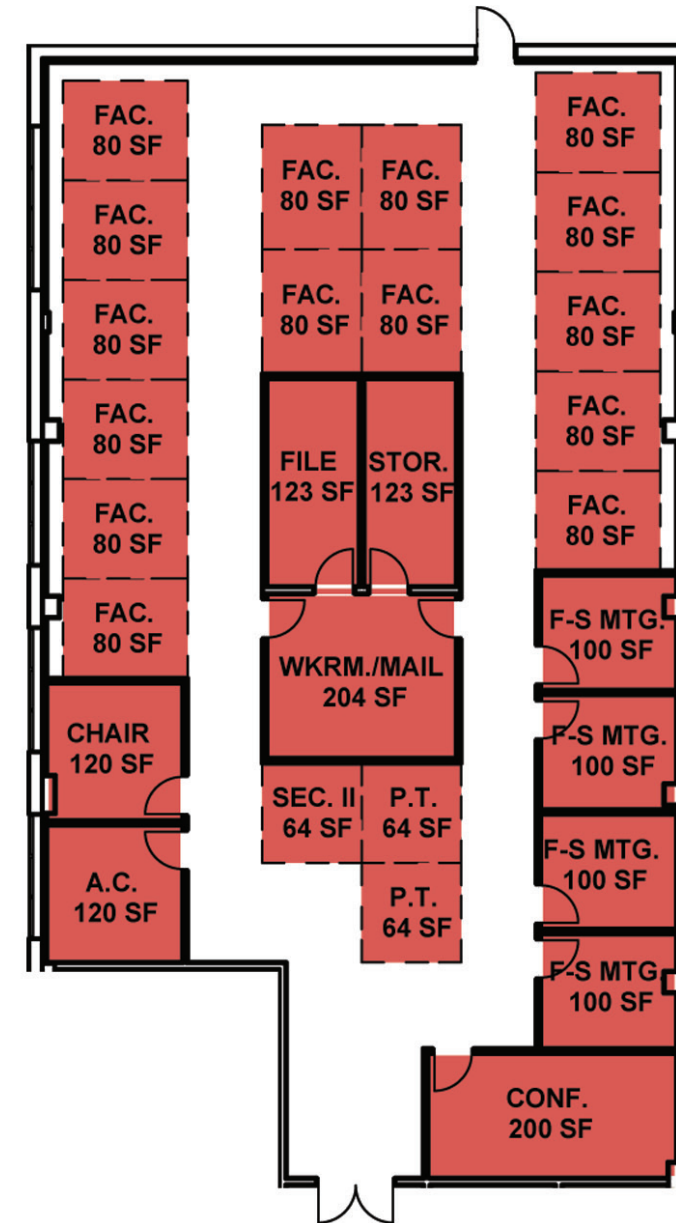
ROOM FUNCTION
Space for shared office equipment, supplies, and mail

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	200 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Work Table	OFOI
Copier/Printer	OFOI
Fax/Scanner	OFOI
Cabinetry with Upper Cabinets	CFCI
Microwave	OFOI
Coffee Machine	OFOI
Mail Slots (as required)	OFOI
Under-counter Refrigerator	OFOI

DIAGRAM DIVISION OF MATHEMATICS & DEVELOPMENTAL MATHEMATICS • THIRD FLOOR



THE MATHEMATICS DEPARTMENT MISSION is to: facilitate the instruction of developmental mathematics, facilitate the instruction of college-level mathematics, facilitate tutoring to all math students, and provide an open access computer lab to all HCC students.

All instruction occurs in either general purpose classrooms or computer instruction labs, and a tutoring area that includes multiple computer stations is also requested. Faculty and staff are provided with departmental staff support and an office/workstation.

TABLE DIVISION OF MATH & DEV. MATHEMATICS SPACE REQUIREMENTS

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
Instruction & Support Areas				
Classrooms	<i>for 30 students</i>	14 @ 690 ASF	9,660	8,912
Computer Classrooms	<i>for 30 students</i>	4 @ 900 ASF	3,600	3,601
SubTotal Instruction & Support Areas			13,260	12,513
Office Suite				
Faculty	<i>workstation</i>	15 @ 80 ASF	1,200	1,200
Reception/Waiting Area	<i>for 4 people</i>	4 @ 25 ASF	100	100
Part-Time Staff	<i>workstation</i>	2 @ 64 ASF	128	128
Secretary II	<i>workstation</i>	1 @ 64 ASF	64	64
Division Chair	<i>private office</i>	1 @ 120 ASF	120	120
Associate Chair	<i>private office</i>	1 @ 120 ASF	120	120
Conference Room	<i>for 6 people</i>	1 @ 150 ASF	150	200
Faculty-Student Meeting Rooms		4 @ 100 ASF	400	400
Mail/Work Room		1 @ 200 ASF	200	204
File Room		1 @ 120 ASF	120	123
Storage Room		1 @ 120 ASF	120	123
SubTotal Office Suite			2,722	2,782
<i>Allowance for Internal Circulation</i>			<i>1,054</i>	<i>1,164</i>
Total ASF			17,036	16,459

space and adjacency requirements

division of mathematics & developmental mathematics | classrooms and computer labs

SPACE NAME Classrooms (13)

ROOM FUNCTION

General purpose flat floor classrooms with approximately thirty seats each

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	Approx. 690 ASF each	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	30 stud./1 instructor ea.	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 at Teaching Station	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

NOTES

1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
2. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to the locations of tables and the teaching station
3. Provide power and data at the ceiling to support an off-center LCD projector; provide power and data to the teaching station
4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT

Moveable Tables (15 each; 195 total)	OFOI	
Chairs (30 each; 390 total)	OFOI	
Ceiling-Mounted LCD Projector (1 each; 13 total)	CFCI	
White Boards (minimum 16 linear feet each)	CFCI	
Retractable Projection Screen (1 each; 13 total)	CFCI	
Teaching Station with a Computer and a Telephone (1 each; 13 total)	OFOI	

SPACE NAME Computer Labs (4)

ROOM FUNCTION

Computer labs for thirty students each. These labs should be configured to allow for use as either a computer lab or general lecture space (consider use of laptops or other mechanism for ensuring a clear view from the student desks to the teaching wall).

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	Approx. 900 ASF each	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	30 stud./1 instructors	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	At Teaching Station	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

NOTES

1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
2. Provide convenience duplex electrical outlets and data ports along the perimeter walls and in flush-mounted floor boxes as required, paying special attention to possible location for computer stations and the teaching station(s)
3. Provide power and data at the ceiling in appropriate locations to support an off-center LCD projector; provide power and data to the teaching station
4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT

Computer Stations (30 each; 120 total)	OFOI	
Computers/Laptops (30 each; 120 total)	OFOI	
Chairs (30 each; 120 total)	OFOI	
Ceiling-Mounted LCD Projector (1 each; 4 total)	CFCI	
White Boards (minimum 16 linear feet each)	CFCI	
Retractable Projection Screens (1 each; 4 total)	CFCI	
Teaching Station with a Computer and a Telephone (1 each; 4 total)	OFOI	

SPACE NAME Faculty (15)

ROOM FUNCTION

Workstations for the faculty

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	80 ASF ea. (1,200 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation (1 each; 15 total)	OFOI	
Computer (1 each; 15 total)	OFOI	
Task Chair (1 each; 15 total)	OFOI	
Telephone (1 each; 15 total)	OFOI	
Lateral File (1 each; 15 total)	OFOI	

SPACE NAME Waiting Area

ROOM FUNCTION

Space for four people to wait at/near the entry to the suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	100 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 4 people)	OFOI	
End Table	OFOI	

space and adjacency requirements

division of mathematics & developmental mathematics | part-time staff, secretary II, division chair, and associate chair

SPACE NAME Part-Time Staff (2) and Secretary II

ROOM FUNCTION
Workstations for part-time staff and a secretary II

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	64 ASF (192 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

- NOTES**
1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation (1 each; 3 total)	OFOI	
Computer (1 each; 3 total)	OFOI	
Task Chair (1 each; 3 total)	OFOI	
Telephone (1 each; 3 total)	OFOI	

SPACE NAME Division Chair and Associate Chair

ROOM FUNCTION
Offices for the chair and the associate chair

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF (240 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

- NOTES**
1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
 3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk (1 each; 2 total)	OFOI	
Task Chair (1 each; 2 total)	OFOI	
Computer (1 each; 2 total)	OFOI	
Telephone (1 each; 2 total)	OFOI	
Side Chairs (2 each; 4 total)	OFOI	
Desktop Printer (1 each; 2 total)	OFOI	
Lateral File Cabinet (4-drawer; 1 each; 2 total)	OFOI	
White Board (1 each; 2 total)	CFCI	

SPACE NAME Conference Room

ROOM FUNCTION

Small conference room for six to eight people

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	200 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	8 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	1 Outlet	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 1		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls; provide a floor box in the center of the room beneath the conference table with power and data; also provide a wall box in the center of one wall with power and data to support a flat panel display/television
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Conference Table with Seating for 8	OFOI	
Conference Chairs (8)	OFOI	
Flat Panel Display/Television	OFOI	
White Board	CFCI	
Credenza	OFOI	
Telephone	OFOI	

SPACE NAME Faculty-Student Meeting Rooms (4)

ROOM FUNCTION

Four rooms near the entry of the suite to allow faculty and students to meet when required

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	100 ASF (400 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide convenience electrical, telephone, and data outlets
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

Small Round Table with seating for 4 (1 each; 4 total)	OFOI	
Chairs (4 each; 16 total)	OFOI	
White Board (1 each; 4 total)	CFCI	

space and adjacency requirements

division of mathematics & developmental mathematics | mail/work room and file room

SPACE NAME Mail/Work Room

ROOM FUNCTION
Space for shared office equipment, supplies, and mail

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	204 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Work Table	OFOI	
Copier/Printer	OFOI	
Fax/Scanner	OFOI	
Cabinetry with Upper Cabinets	CFCI	
Microwave	OFOI	
Coffee Machine	OFOI	
Mail Slots (as required)	OFOI	
Under-counter Refrigerator	OFOI	

SPACE NAME File Room

ROOM FUNCTION
Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	123 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

- NOTES**
1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Lockable Lateral File Cabinet (as required)	OFOI	

SPACE NAME Storage Room

ROOM FUNCTION

Provides space to store department equipment and supplies

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	123 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

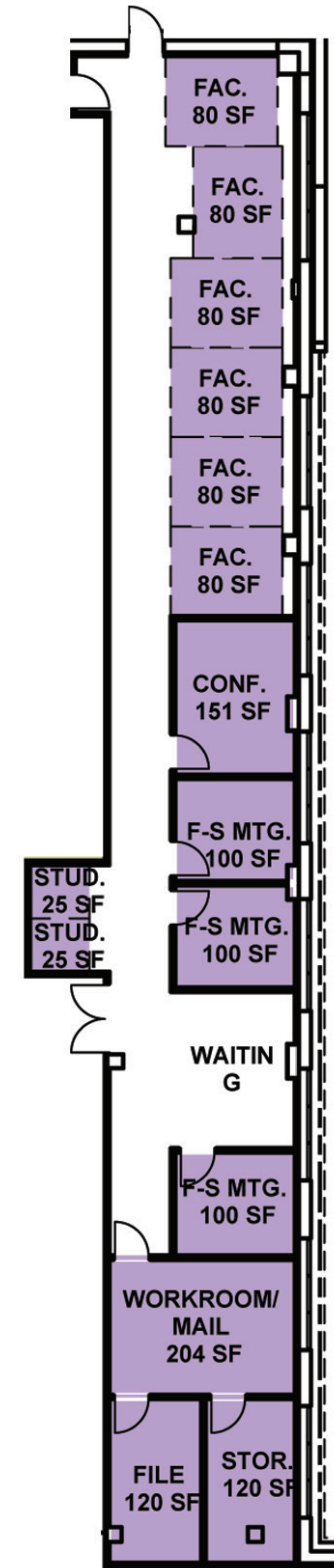
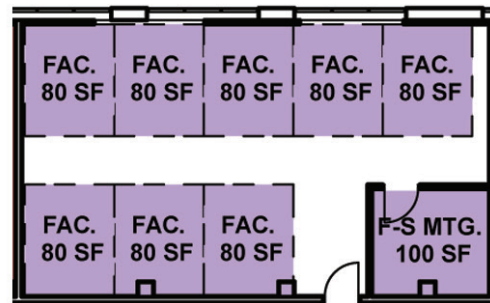
NOTES

- Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Industrial Metal Shelving (as required)	OFOI		

DIAGRAM DIVISION OF SOCIAL & BEHAVIORAL SCIENCES • THIRD FLOOR



THE DIVISION OF SOCIAL & Behavioral Sciences is currently split between three or more buildings. The Chair, along with psychology and economics will remain in their current location. This building will house faculty offices and office support areas for history, government, and philosophy. All instruction occurs in general purpose classrooms, and a tutoring area is also requested. Faculty and staff are provided with departmental staff support and an office/workstation.

TABLE DIV. OF SOCIAL & BEHAVIORAL SCIENCES SPACE REQUIREMENTS

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
Instruction & Support Areas				
Classrooms	<i>for 30 students</i>	7 @ 690 ASF	4,830	3,422
SubTotal Instruction & Support Areas			4,830	3,422
Office Suite				
Faculty	<i>workstation</i>	14 @ 80 ASF	1,120	1,120
Reception/Waiting Area	<i>for 4 people</i>	4 @ 25 ASF	100	100
Student Worker	<i>carrel</i>	2 @ 25 ASF	50	50
Conference Room	<i>for 6 people</i>	1 @ 150 ASF	150	151
Faculty-Student Meeting Rooms		4 @ 100 ASF	400	400
Mail/Work Room		1 @ 200 ASF	200	204
File Room		1 @ 120 ASF	120	120
Storage Room		1 @ 120 ASF	120	120
SubTotal Office Suite			2,260	2,265
<i>Allowance for Internal Circulation</i>			883	928
Total ASF			7,973	6,615

space and adjacency requirements

division of social & behavioral sciences | classrooms and faculty

SPACE NAME Classrooms (5)

ROOM FUNCTION
General purpose flat floor classrooms with approximately thirty seats each

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	Approx. 690 ASF each	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	30 stud./1 instructor ea.	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 at Teaching Station	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

- NOTES**
1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
 2. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to the locations of tables and the teaching station
 3. Provide power and data at the ceiling to support an off-center LCD projector; provide power and data to the teaching station
 4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT

Moveable Tables (15 each; 75 total)	OFOI	
Chairs (30 each; 150 total)	OFOI	
Ceiling-Mounted LCD Projector (1 each; 5 total)	CFCI	
White Boards (minimum 16 linear feet each)	CFCI	
Retractable Projection Screen (1 each; 5 total)	CFCI	
Teaching Station with a Computer and a Telephone (1 each; 5 total)	OFOI	

SPACE NAME Faculty (14)

ROOM FUNCTION
Workstations for the faculty

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	80 ASF ea. (1,120 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at Workstation	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

- NOTES**
1. Provide power and data to the modular workstation to support a computer and other small office equipment (e.g., desktop printer, telephone)

FURNISHINGS, FIXTURES, & EQUIPMENT

Modular Workstation (1 each; 14 total)	OFOI	
Computer (1 each; 14 total)	OFOI	
Task Chair (1 each; 14 total)	OFOI	
Telephone (1 each; 14 total)	OFOI	
Lateral File (1 each; 14 total)	OFOI	

SPACE NAME Waiting Area

ROOM FUNCTION

Space for four people to wait at/near the entry to the suite

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	100 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Seating (for 4 people)	OFOI	
End Table	OFOI	

SPACE NAME Student Workers (2)

ROOM FUNCTION

Carrels for student workers

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	25 ASF (50 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at each Carrel	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES

1. Provide power and data to each carrel to support a computer and a telephone at each carrel

FURNISHINGS, FIXTURES, & EQUIPMENT

Carrels (1 each; 2 total)	OFOI	
Computers (1 each; 2 total)	OFOI	
Task Chairs (1 each; 2 total)	OFOI	
Telephones (1 each; 2 total)	OFOI	

space and adjacency requirements

division of social & behavioral sciences | conference room and faculty-student meeting rooms

SPACE NAME	Conference Room
------------	-----------------

ROOM FUNCTION
Small conference room for six people

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	151 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	6 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 1		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience duplex electrical outlets and data ports along the perimeter walls; provide a floor box in the center of the room beneath the conference table with power and data; also provide a wall box in the center of one wall with power and data to support a flat panel display/television
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Conference Table with Seating for 6	OFOI
Conference Chairs (6)	OFOI
Flat Panel Display/Television	OFOI
White Board	CFCI
Credenza	OFOI
Telephone	OFOI

SPACE NAME	Faculty-Student Meeting Rooms (4)
------------	-----------------------------------

ROOM FUNCTION
Four rooms near the entry of the suite to allow faculty and students to meet when required

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	100 ASF (400 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

- NOTES**
1. Provide convenience electrical, telephone, and data outlets
 2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
 3. Provide non-glare fluorescent lighting; utilize direct/indirect lighting

FURNISHINGS, FIXTURES, & EQUIPMENT	
Small Round Table with seating for 4 (1 each; 4 total)	OFOI
Chairs (4 each; 16 total)	OFOI
White Board (1 each; 4 total)	CFCI

SPACE NAME Mail/Work Room

ROOM FUNCTION

Space for shared office equipment, supplies, and mail

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	204 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vCT	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit for a copier; provide a data port for the copier
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Work Table	OFOI	
Copier/Printer	OFOI	
Fax/Scanner	OFOI	
Cabinetry with Upper Cabinets	CFCI	
Microwave	OFOI	
Coffee Machine	OFOI	
Mail Slots (as required)	OFOI	
Under-counter Refrigerator	OFOI	

SPACE NAME File Room

ROOM FUNCTION

Provides space to store department files

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Lockable Lateral File Cabinet (as required)	OFOI	

space and adjacency requirements

division of social & behavioral sciences | storage room

SPACE NAME	Storage Room
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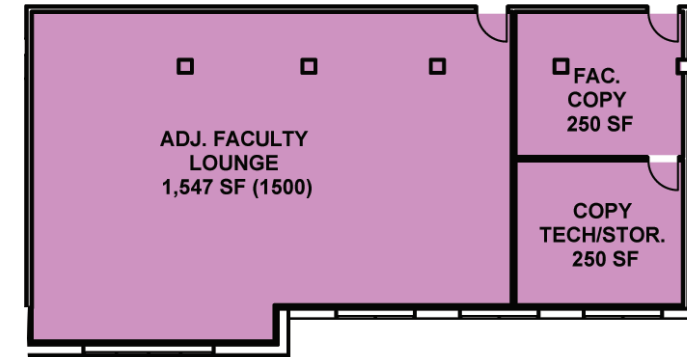
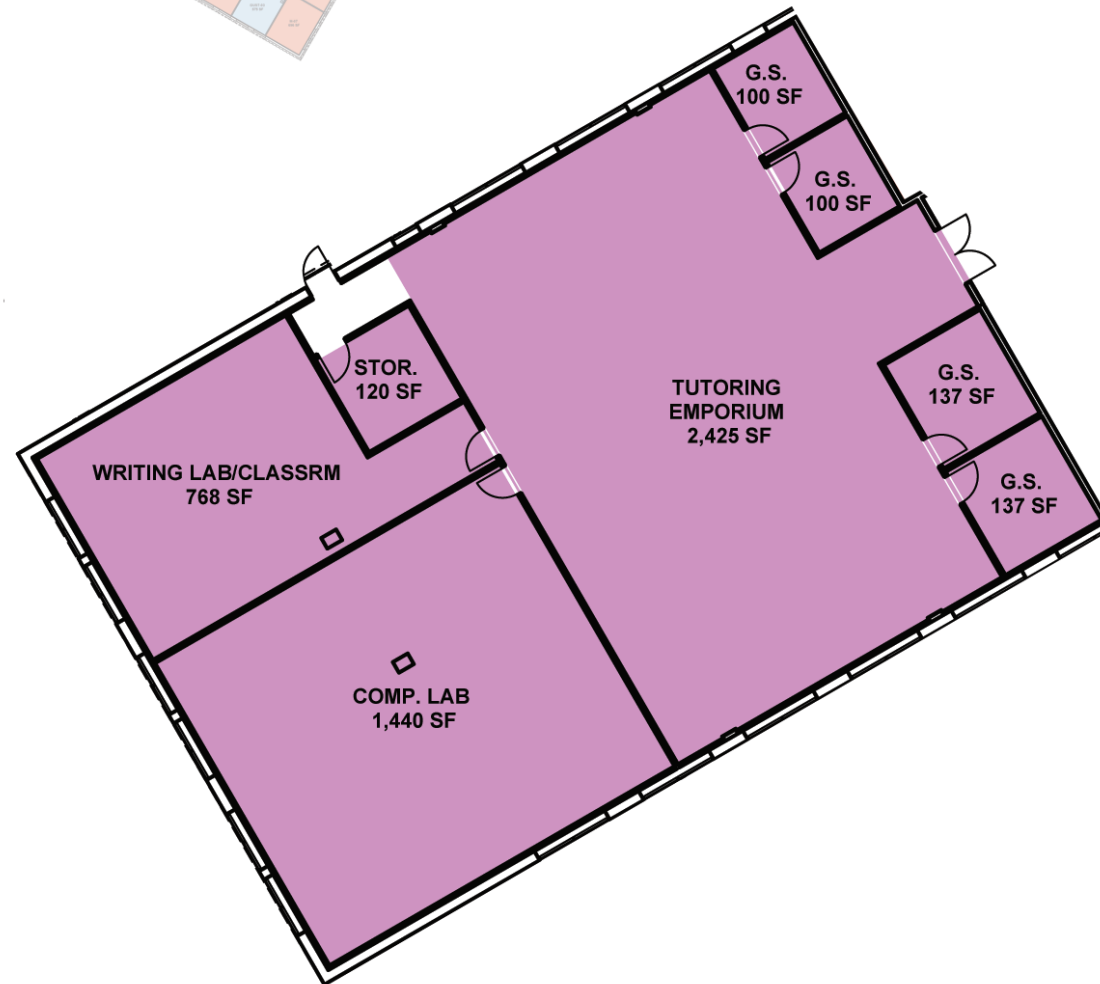
ROOM FUNCTION
Provides space to store department equipment and supplies

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	1 Outlet	Floor Drain	No
Floor Finish	VCT	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES
1. Room requires visual access from the suite circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT	
Industrial Metal Shelving (as required)	OFOI

DIAGRAM ACADEMIC SUPPORT • THIRD FLOOR



ACADEMIC SUPPORT AREAS INCLUDE a combined tutoring area for all of the academic disciplines in the building, and adjunct faculty resource area/faculty lounge, an area for a copy vendor for faculty and staff use, and an office for the HR Generalist, who should be located away from other office areas.

TABLE ACADEMIC SUPPORT SPACE REQUIREMENTS

Space Name	Nº & Size of Space(s)	Requested ASF	Renovation ASF
Tutoring Emporium			
Check-In/Help Desk	1 @ 150 ASF	150	150
Workstudy Carrels	2 @ 25 ASF <i>carrel</i>	50	50
Print Stations	2 @ 25 ASF	50	50
AccuTrac Check-In Kiosk	1 @ 25 ASF	25	25
Storage Room	1 @ 120 ASF	120	120
Open Tutoring Room	1 @ 1,000 ASF <i>2/4 top tables</i>	1,000	1,000
Self-Study Carrels	40 @ 25 ASF <i>carrels</i>	1,000	1,000
Group Study/Testing Rooms	4 @ 100 ASF <i>for 4 to 6 people</i>	400	474
Writing Lab/Classroom	1 @ 690 ASF <i>for 30 people</i>	690	768
Computer Lab	1 @ 1,440 ASF <i>for 48 people</i>	1,440	1,440
SubTotal Tutoring Emporium		4,925	5,077
Adjunct Faculty Resource Room/Lounge	1 @ 1,500 ASF	1,500	1,547
HR Generalist	1 @ 120 ASF <i>private office</i>	120	120
Faculty Copy Support/Vendor	1 @ 250 ASF	250	250
Copy Technician/Storage	1 @ 250 ASF	250	250
Total ASF		7,045	7,244

space and adjacency requirements

academic support | tutoring emporium | check-in/help desk, workstudy carrels, print stations, and accutrac check-in kiosk

SPACE NAME	Check-In/Help Desk
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ROOM FUNCTION
Space for a check-in desk with two stations

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	150 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	2 Outlets	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	No Requirement				

NOTES
1. Provide electrical outlets and data ports to support up to two computer stations at the check-in desk; provide convenience outlets along the desk counter

FURNISHINGS, FIXTURES, & EQUIPMENT	
Built-In Check-In Desk	CFCI
Computers (2)	OFOI
Task Chairs (2)	OFOI
Printers (as required)	OFOI
Telephones (2)	OFOI

SPACE NAME	Workstudy Carrels (2), Print Stations (2), and AccuTrac Check-In Kiosk
------------	--

ROOM FUNCTION
Carrels for workstudies, printer stations, and the AccuTrac check-in kiosk

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	25 ASF (125 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	1 at each Workstudy	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES
1. Provide power and data to each carrel to support: a computer and a telephone for the workstudies; a printer at each print station; a computer at the kiosk

FURNISHINGS, FIXTURES, & EQUIPMENT	
Workstudy Carrels	
Carrels (1 each; 2 total)	OFOI
Computers (1 each; 2 total)	OFOI
Task Chairs (1 each; 2 total)	OFOI
Telephones (1 each; 2 total)	OFOI
Print Stations	
Carrels (1 each; 2 total)	OFOI
Printers (1 each; 2 total)	OFOI
AccuTrac Check-In Kiosk	
Kiosk with Computer	OFOI

SPACE NAME Storage Room

ROOM FUNCTION

Provides space to store department equipment and supplies

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vct	Data	2 Ports		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 1		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

- Room requires visual access from circulation via a window, side lite, or lite in the door

FURNISHINGS, FIXTURES, & EQUIPMENT

Industrial Metal Shelving (as required)	OFOI	

SPACE NAME Open Tutoring Room

ROOM FUNCTION

Provides space for multiple two and four-top tables for one-on-one and group tutoring

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	1,000 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	40 to 50 people	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	Wireless Access		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No Requirement		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

2 & 4-Top Tables with Chairs (as required for 40 to 50 people)	OFOI	
White Boards (as required)	CFCI	
Tack Boards (as required)	OFOI	

space and adjacency requirements

academic support | tutoring emporium | self-study carrels and group study/testing rooms

SPACE NAME Self-Study Carrels (40)

ROOM FUNCTION
Carrels for self-help/individual study

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	25 ASF (1,000 total)	Power	See Note 1	Special Venting	No
Nº of Occupants	1 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	N/A	Telephone	No	Floor Drain	No
Floor Finish	N/A	Data	See Note 1		
Ceiling Finish	N/A	Audio/Visual	No		
Min. Door Width	N/A	Security	No		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	Office				

NOTES
1. Provide an electrical outlet and data port at each carrel

FURNISHINGS, FIXTURES, & EQUIPMENT

Carrels (1 each; 40 total)	OFOI	
Task Chairs (1 each; 40 total)	OFOI	

SPACE NAME Group Study/Testing Rooms (4)

ROOM FUNCTION
Four rooms near the entry of the suite to allow faculty and students to meet when required

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	Approx. 100 ASF each	Power	See Note 1	Special Venting	No
Nº of Occupants	4 to 6 each	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES
1. Provide convenience electrical and data outlets
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

Small Round Table with seating for 4 to 6 (1 each; 4 total)	OFOI	
Chairs (4 to 6 each; 16 to 24 total)	OFOI	
White Board (1 each; 4 total)	CFCI	

SPACE NAME Writing Lab/Classroom

ROOM FUNCTION

English writing/tutoring lab which can also be used as a general purpose flat floor classrooms with approximately thirty seats

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	768 ASF	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	30 stud./1 instructor ea.	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	1 at Teaching Station	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

NOTES

1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
2. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to the locations of tables and the teaching station
3. Provide power and data at the ceiling to support an off-center LCD projector; provide power and data to the teaching station
4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT

Moveable Tables (15)	OFOI	
Chairs (30)	OFOI	
Ceiling-Mounted LCD Projector	CFCI	
White Boards (minimum 16 linear feet)	CFCI	
Retractable Projection Screen	CFCI	
Teaching Station with a Computer and a Telephone	OFOI	

SPACE NAME Computer Lab

ROOM FUNCTION

Math tutoring lab for forty-eight students

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	1,440 ASF	Power	See Notes 2 & 3	Special Venting	No
Nº of Occupants	48 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gWB	Telephone	No	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Notes 2 & 3		
Ceiling Finish	Acoustical Tile System	Audio/Visual	See Note 3		
Min. Door Width	36"	Security	No		
Exterior Access	No	Lighting	See Note 4		
Natural Light	Preferred; See Note 1				
Acoustical Privacy	Yes				

NOTES

1. Windows should not be placed on the walls opposite of the projection wall to reduce glare
2. Provide convenience duplex electrical outlets and data ports along the perimeter walls and in flush-mounted floor boxes as required, paying special attention to possible location for computer stations and the teaching station(s)
3. Provide power and data at the ceiling in appropriate locations to support an off-center LCD projector; provide power and data to the teaching station
4. Provide non-glare fluorescent lighting with dimmable, zoned lighting controls (preferably located at the teaching station)

FURNISHINGS, FIXTURES, & EQUIPMENT

Computer Stations (48)	OFOI	
Computers (48)	OFOI	
Chairs (48)	OFOI	
Ceiling-Mounted LCD Projector	CFCI	
White Boards (minimum 16 linear feet)	CFCI	
Retractable Projection Screens	CFCI	
Teaching Station with a Computer and a Telephone	OFOI	

space and adjacency requirements

academic support | adjunct faculty resource room/faculty lounge and hr generalist

SPACE NAME	Adjunct Faculty Resource Room/Faculty Lounge
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ROOM FUNCTION

Provides adjunct faculty with a place to work, store personal belongings, and provide "office hours" to meet with students; also provides faculty with a meeting/lounge space

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	1,547 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	30 to 40	Emergency Power	No	Hot/Cold Water	Yes; at Sink
Wall Finish	Painted GWB	Telephone	6 Outlets	Floor Drain	No
Floor Finish	Carpet Tiles/vct	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide convenience power and data outlets along the perimeter walls, paying special attention to possible locations for workstations, meeting tables, etc.; provide dedicated circuits for the copier and a residential-grade refrigerator; also provide a data connection for the copier/printer
2. Room requires visual access from building circulation via a window, side lite, or lite in the door(s)
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

Adjunct Work Area		File Room	
Workstations/Carrels (6)	OFOI	Lockers or Lateral File Cabinets (as required)	OFOI
Task Chairs (6)	OFOI	Kitchenette/Work Area	
Telephones (6)	OFOI	Cabinetry with a Sink	CFCI
White Board	CFCI	Residential-Grade Refrigerator	OFOI
Lateral Files (2)	OFOI	Copier/Printer	OFOI
Large Meeting Room		Work Table	OFOI
Small Round Table with Seating for 3 or 4	OFOI	Faculty Lounge/Meeting Area	
White Board	CFCI	Tables and Chairs (for 20+ people)	OFOI
Lateral File	OFOI	White Board(s)	CFCI
Small Meeting Room			
Small Round Table with Seating for 2	OFOI		
White Board	CFCI		

SPACE NAME	HR Generalist
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ROOM FUNCTION

Office for the human resources generalist

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	120 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	See Note 1	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	See Note 3		
Natural Light	Required				
Acoustical Privacy	Office				

NOTES

1. Provide a standard duplex electrical outlet, data port, and telephone outlet on opposite walls to support a computer and a telephone
2. Room requires visual access from the suite circulation via a window, side lite, or lite in the door
3. Provide non-glare fluorescent lighting; utilize direct/indirect and task lighting

FURNISHINGS, FIXTURES, & EQUIPMENT

L-Shaped Desk	OFOI		
Task Chair	OFOI		
Computer	OFOI		
Telephone	OFOI		
Side Chairs (2)	OFOI		
Desktop Printer	OFOI		
Lateral File Cabinet (4-drawer)	OFOI		
White Board	CFCI		

SPACE NAME Faculty Copy Support/Vendor

ROOM FUNCTION

Space for a copy vendor to provide copy services and document production

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	250 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 to 4 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vct	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for office equipment and counter tops; provide a dedicated electrical circuit(s) for a copier(s); provide a data port(s) for the copier(s)
2. Room requires visual access from the circulation via a window, side lite, or lite in the door
3. Confirm room requirements with contract vendor

FURNISHINGS, FIXTURES, & EQUIPMENT

Work Table (as required)	OFOI	
Copier/Printers (as required)	OFOI	
Fax/Scanner	OFOI	
Cabinetry with Upper Cabinets (as required)	CFCI	

SPACE NAME Copy Tech/Storage

ROOM FUNCTION

Space for a copy technician workstation and paper and toner storage

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	250 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	1	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	1 Outlet	Floor Drain	No
Floor Finish	vct	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	Office				

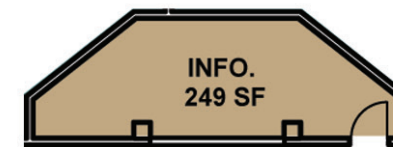
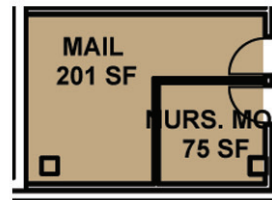
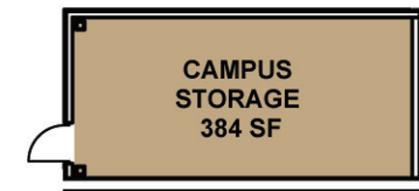
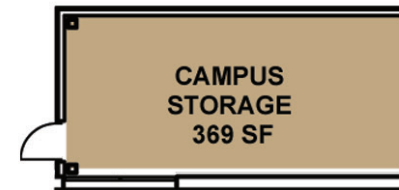
NOTES

1. Provide convenience duplex electrical outlets and data ports along the perimeter walls, paying special attention to possible locations for the copy tech workstation
2. Room requires visual access from the circulation via a window, side lite, or lite in the door
3. Confirm room requirements with contract vendor

FURNISHINGS, FIXTURES, & EQUIPMENT

Workstation	OFOI	
Computer	OFOI	
Telephone	OFOI	
Task Chair	OFOI	
Cabinetry/Shelving (as required)	CFCI	

DIAGRAM BUILDING SUPPORT • FIRST FLOOR



BUILDING SUPPORT AREAS INCLUDE a building information desk at the main entry of the building, a nursing mother’s break room, storage for campus management use, and a central mail room.

TABLE BUILDING SUPPORT SPACE REQUIREMENTS

Space Name		Nº & Size of Space(s)	Requested ASF	Renovation ASF
Information Desk		1 @ 200 ASF	200	249
Nursing Mother’s Break Room		1 @ 75 ASF	75	75
Campus Management Storage		1 @ 200 ASF	200	985
Mail Room	200 to 400 mail slots	1 @ 200 ASF	200	200
Total ASF			675	1,509

space and adjacency requirements

building support | information desk and nursing mother's break room

SPACE NAME Information Desk

ROOM FUNCTION

Space for an information desk with two stations

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	249 ASF	Power	See Note 1	Special Venting	No
Nº of Occupants	2 People	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted GWB	Telephone	2 Outlets	Floor Drain	No
Floor Finish	Carpet Tiles	Data	See Note 1		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	See Note 2		
Exterior Access	No	Lighting	Non-glare Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	No Requirement				

NOTES

1. Provide electrical outlets and data ports to support up to two computer stations at the check-in desk; provide convenience outlets along the desk counter
2. Provide a glass partition (like a ticket window) between the information desk and the building corridor

FURNISHINGS, FIXTURES, & EQUIPMENT

Built-In Information Desk	CFCI	
Computers (2)	OFOI	
Task Chairs (2)	OFOI	
Printers (as required)	OFOI	
Telephones (2)	OFOI	

SPACE NAME Nursing Mother's Break Room

ROOM FUNCTION

Space for new mothers to have a private location to nurse while on campus

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	75 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	2 People	Emergency Power	No	Hot/Cold Water	Yes; at Sink
Wall Finish	Painted GWB	Telephone	No	Floor Drain	No
Floor Finish	VCT	Data	No		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No Requirement		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	Preferred				
Acoustical Privacy	No Requirement				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Lounge Chairs (as required)	OFOI	
Side Tables (as required)	OFOI	
Small Wall-Hung Sink	CFCI	

SPACE NAME Campus Management Storage

ROOM FUNCTION

Provides space for campus management to store miscellaneous equipment (985 ASF in three separate locations with exterior access)

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	985 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	No	Floor Drain	No
Floor Finish	vct	Data	No		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No Requirement		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Industrial Metal Shelving (as required)	OFOI	

SPACE NAME Mail Room

ROOM FUNCTION

Provides space for central mail receiving and distribution for the building

ARCHITECTURAL CHARACTERISTICS		ELECTRICAL & TELECOMMUNICATIONS		HVAC & PLUMBING	
Room Size	200 ASF	Power	Convenience Outlets	Special Venting	No
Nº of Occupants	N/A	Emergency Power	No	Hot/Cold Water	No
Wall Finish	Painted gwb	Telephone	No	Floor Drain	No
Floor Finish	vct	Data	No		
Ceiling Finish	Acoustical Tile System	Audio/Visual	No		
Min. Door Width	36"	Security	No Requirement		
Exterior Access	No	Lighting	Fluorescent		
Natural Light	No Requirement				
Acoustical Privacy	No				

NOTES

FURNISHINGS, FIXTURES, & EQUIPMENT

Built-In Mail Slots (up to 400)	CFCI	

space and adjacency requirements

additional areas

DURING THE TEST FIT process, the translation of programmed space to actual building layout provided some additional assignable spaces that were not requested in the programming phase. Many of these areas are incidental storage closets produced by the geometry of the floor plate, but there are also additional amenities provided for the students. The following list is a summary of these additional areas by floor, and the associate assignable square feet for each space.

FIRST FLOOR

▪ Tiered Classroom (behind auditorium)	1,478 ASF
▪ Classroom (behind auditorium)	640 ASF
▪ Storage Room (behind auditorium)	76 ASF
▪ Student Gathering Space	330 ASF
▪ Storage Closet	47 ASF
▪ Storage Closet	60 ASF

SECOND FLOOR

▪ Student Gathering Space	632 ASF
▪ Student Gathering Space	207 ASF
▪ Storage Closet	24 ASF

THIRD FLOOR

▪ Student Gathering Space	207 ASF
▪ Storage Closet	30 ASF

TOTAL	3,731 ASF
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