

# Room Data Sheets

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# Introduction

## Room Data Sheet Samples

The purpose of these Guidelines and Standards is to provide directions to the Design Team to build a campus environment that supports the District's academic mission. Consistent with that goal the spaces included in the following room data sheet samples are representative of spaces commonly encountered in academic projects. The design for each space is subject to modifications to meet the unique needs of each project.

Some of the support spaces such as the Custodial Room (aka Hopper Room) have been developed incorporating years of Facilities Operations and Maintenance experience. Other technical support spaces including BDF and IDF rooms are described in the **Technology & Audio Visual Design District Standards** documents included as part of **Volume 3 Appendices**.

Reference the following documents for compliance:












- Current version of the Board of Governors of the California Community Colleges Policy on Utilization and Space Standards
- Volume 3 Appendices

## General Notes







- The plan diagrams provided on the Room Data Sheets describe preferred functional relationships including approximate sizes and shall not be considered resolved design solutions to be implemented literally. The dimensions shown are approximate.
- All furniture shown is conceptual. Furniture layout and selection will be developed by the Design Team and the District.
- All appliances, fixtures, equipment and accessories shall be ADA accessible, and their final installation shall comply with all accessibility requirements.
- Provide power(quad) and data outlets to all workstation locations shown with computer screen symbol or listed in ROOM CONTENTS.
- Provide concealed backing for all wall mounted furnishings and equipment which shall be subject to DSA requirements.
- Occupancy numbers indicate programmed number of occupants and do not reflect the code required means of egress occupant load.

## LEGEND

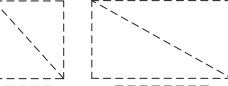

### Electrical / Communication

-  wall mounted duplex power receptacle
-  wall mounted quad power receptacle
-  telecom & data receptacle
-  wall mounted AV connection
-  systems furniture telecom, data, power connection
-  floor box with data and quad power receptacles
-  floor box with data, AV and quad power receptacles
-  ceiling AV speaker
-  wireless data access point at wall or ceiling
-  room scheduling panel
-  wall phone

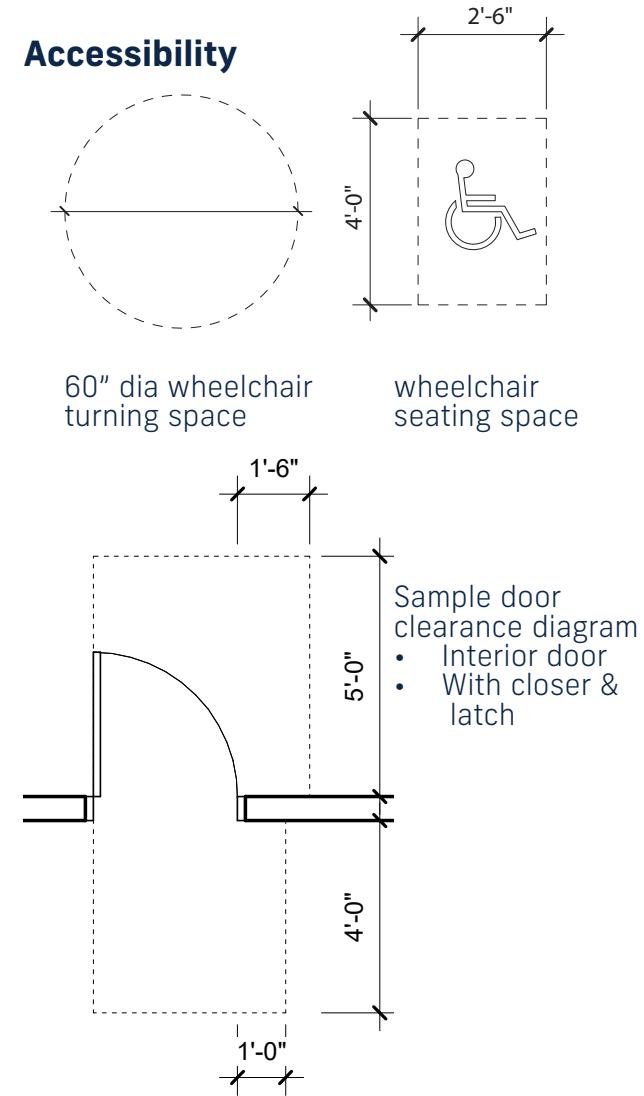
### Equipment

-  heavy duty procelain marker board with marker tray
-  flat panel display  
-provide dedicated AV, power and data  
-concealed conduit connection to AV equipment
-  ceiling mounted projection screen with dashed viewing angle  
- motorized  
-provide power and wall switch
-  ceiling mounted projector  
-provide AV, power and data
-  computer workstation  
-provide power and data
-  desktop printer/ copier  
-provide power and data

### Furnishings

-  file cabinets
-  trash can

### Accessibility



## ABBREVIATIONS

- AV audio visual
- clg. ceiling
- mtd. mounted
- rm. room

# Classroom - 40 Seats

## SPACE DESCRIPTION

General purpose classroom, flexibly configurable to support lecture, small group, presentation and discussion based learning. Accommodates 40 students and 1 instructor.

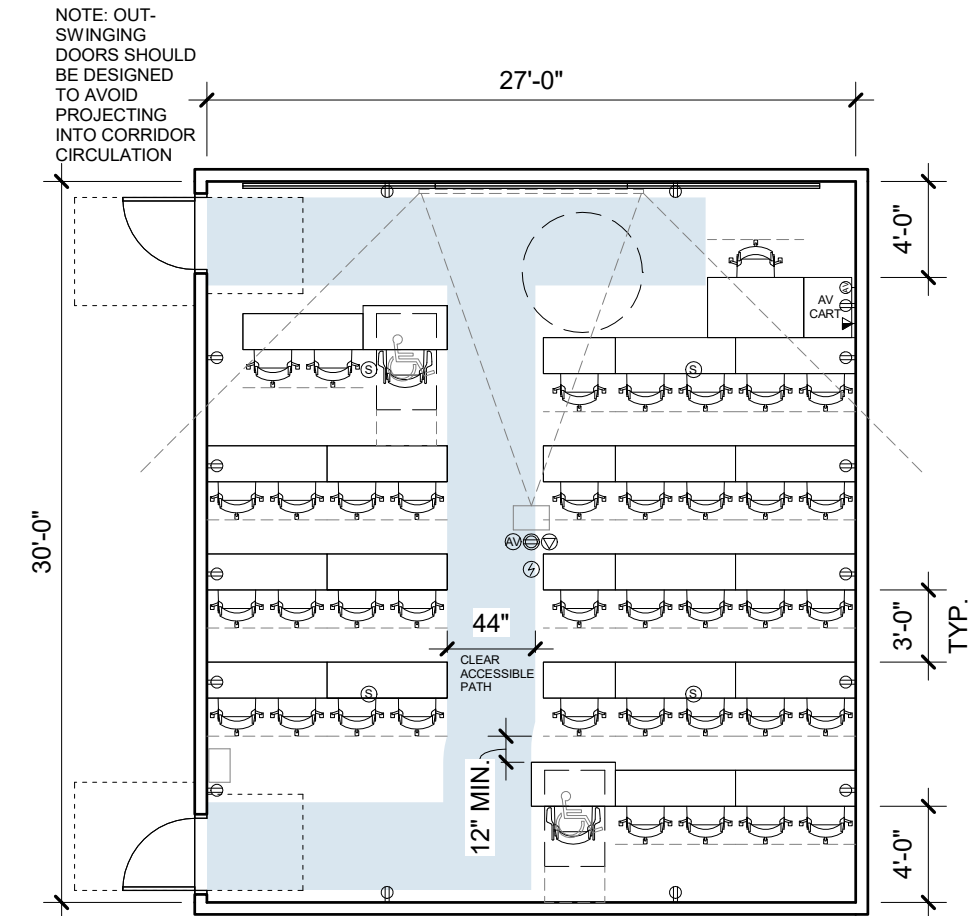
SF:	810 ASF
Occupancy:	(40)
ASF/STN:	20
Utilization:	14 hours per day
Room Dimensions:	10'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Clear views to marker-board and screens
Exterior:	Required
Natural Light:	Windows are required on side or rear wall
Window Treatment:	Manual Roller Shades for sun control and room darkening
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door with vision panel

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria

## Sample Room Data Sheet - Not for Specific Project Use



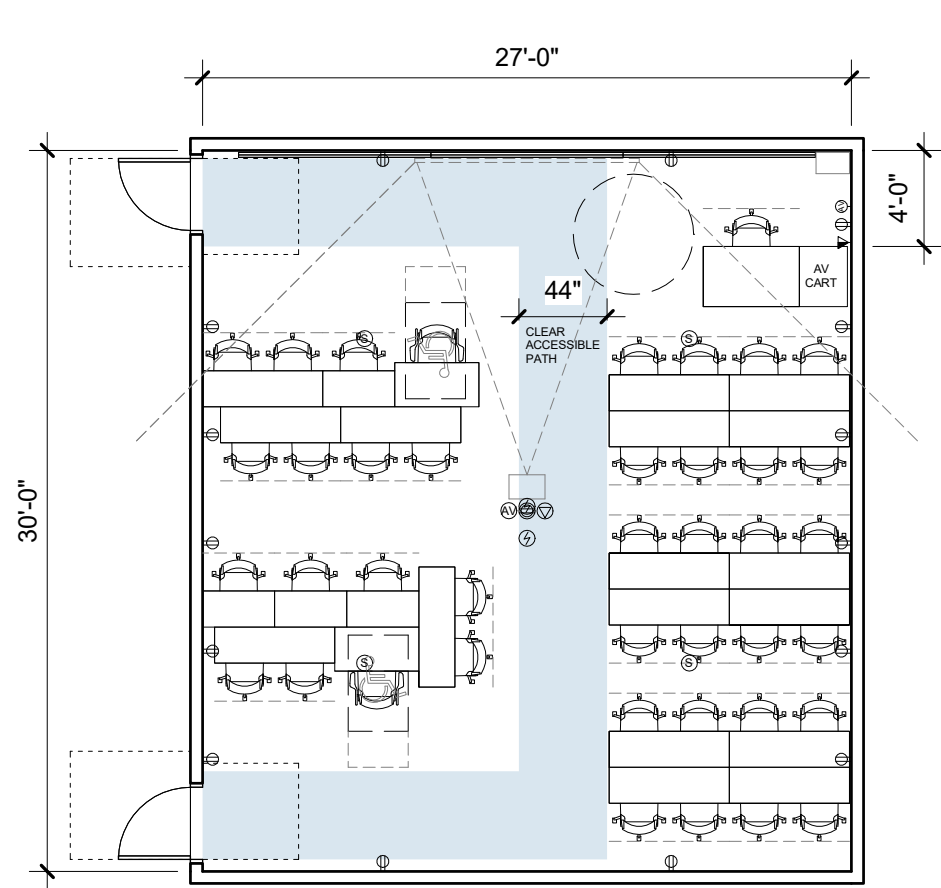
## REPRESENTATIVE ROOM CONTENTS



- |   |   |
|---|---|
| (1) Ceiling mounted projection screen             | (38) Chairs, mobile task, armless                       |
| (1) Ceiling mounted projector                     | (2) Chair, accessible, stacking, four post, with arms   |
| (17) Table, nesting, double seat                  | (1) Stool, task, armless                                |
| (4) Table, nesting, single seat                   | (3) 4'x8' porcelain/magnetic white-board w/ marker tray |
| (2) Table, accessible, adjustable height, 22"x42" | (1) Digital clock, on campus network                    |
| (1) Instructor lectern                            | (1) Trash can   |
| (1) AV Cart, 24"x30"                              |   |

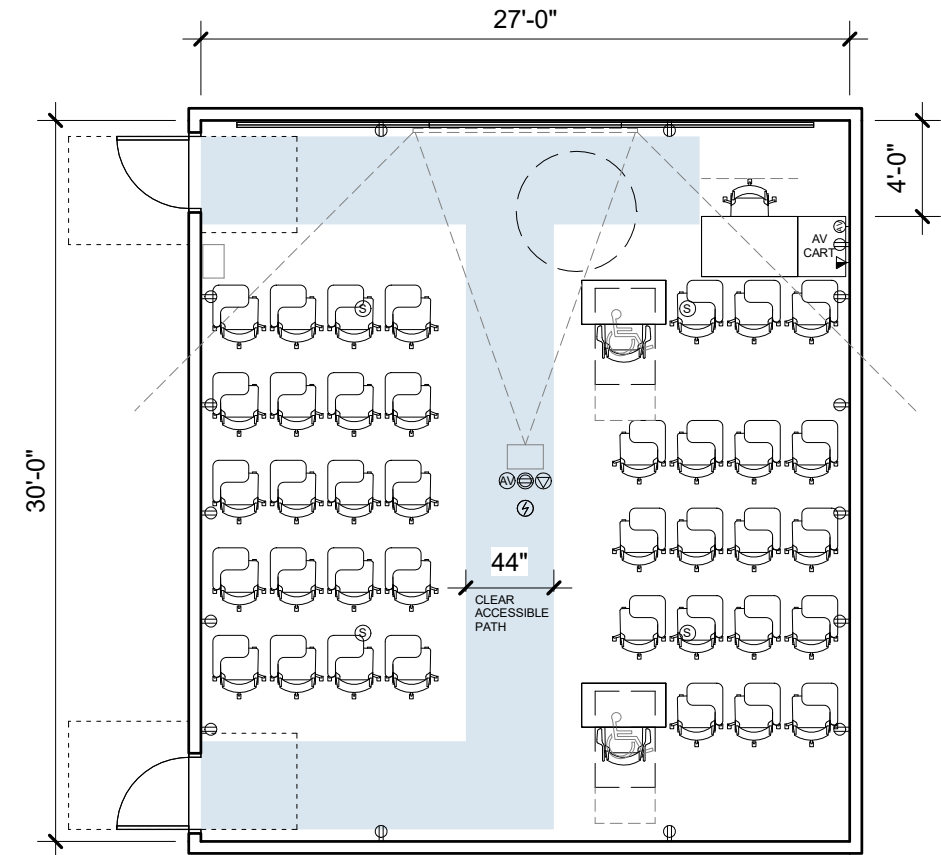
# Classroom - 40 Seats - Discussion Layout

Sample Room Data Sheet - Not for Specific Project Use



# Classroom - 40 Seats - Tablet Arm Desk Layout

Sample Room Data Sheet - Not for Specific Project Use



# Classroom - 60 Seats

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

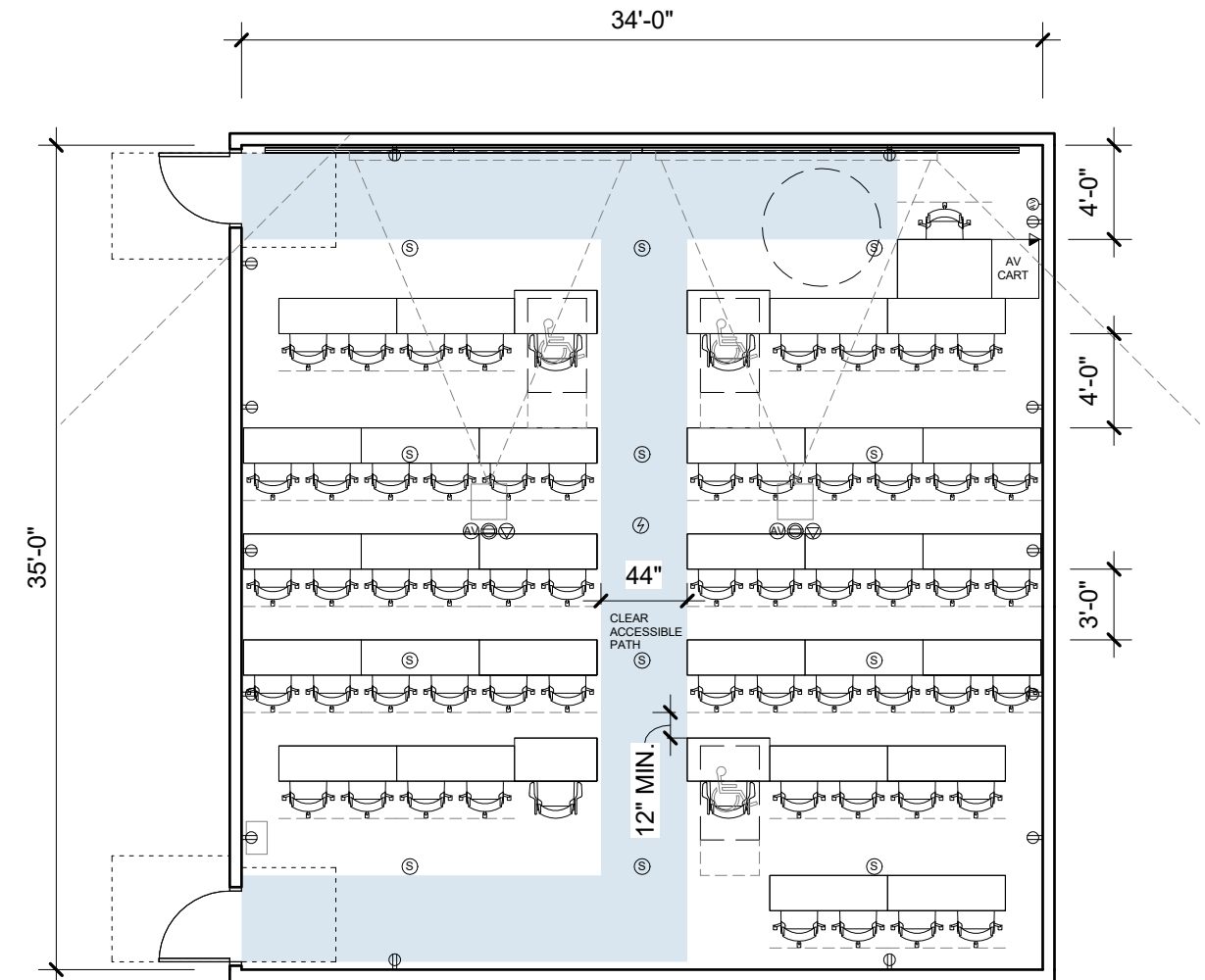
General purpose classroom, flexibly configurable to support lecture, small group, presentation and discussion based learning. Accommodates 60 students and 1 instructor.

SF:	1190 ASF
Occupancy:	(60)
ASF/STN:	20
Utilization:	14 hours per day
Room Dimensions:	10'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Clear views to marker-board and screens
Exterior:	Required
Natural Light:	Windows are required on side or rear wall
Window Treatment:	Manual Roller Shades for sun control and room darkening
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door with vision panel

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

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Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



NOTE: OUT-SWINGING DOORS SHOULD BE DESIGNED TO AVOID PROJECTING INTO CORRIDOR CIRCULATION

## REPRESENTATIVE ROOM CONTENTS



- |   |   |
|---|---|
| (2) Ceiling mounted projection screen             | (4) Chair, accessible, stacking, four post, with arms   |
| (2) Ceiling mounted projector                     | (1) Stool, task, armless                                |
| (28) Table, nesting, 18"x60"                      | (4) 4'x8' porcelain/magnetic white-board w/ marker tray |
| (4) Table, accessible, adjustable height, 22"x42" | (1) Digital clock, on campus network                    |
| (1) Instructor lectern                            | (1) Trash can   |
| (1) AV Cart, 24"x30"                              |   |
| (56) Chairs, mobile task, armless                 |   |

# Computer Class Lab - 40 Seats

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

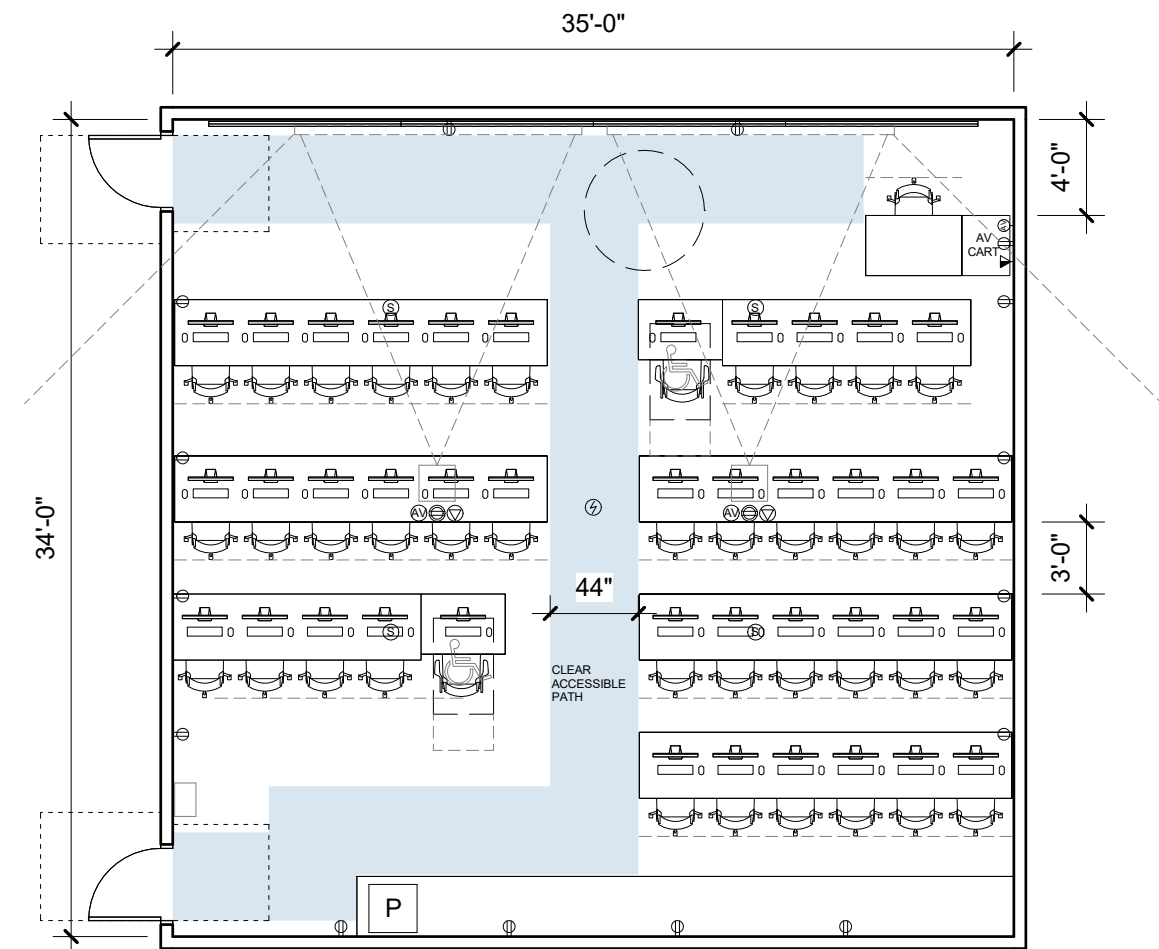
General purpose computer class lab. Includes space for printer and paper storage. Accommodates 40 students, 1 instructor.

SF:	1190 ASF
Occupancy:	(40)
ASF/STN:	30
Utilization:	14 hours per day
Room Dimensions:	10'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Clear views to marker-board and screens
Exterior:	Required
Natural Light:	Windows are required on side or rear wall
Window Treatment:	Manual Roller Shades for sun control and room darkening
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door with vision panel

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

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NOTE: OUT-SWINGING DOORS SHOULD BE DESIGNED TO AVOID PROJECTING INTO CORRIDOR CIRCULATION

## REPRESENTATIVE ROOM CONTENTS



- |  |   |
|--|---|
| (1) Ceiling mounted projection screen  | (38) Chairs, mobile task, armless                         |
| (1) Ceiling mounted projector  | (2) Chair, accessible, stacking, four post, with arms     |
| (5) Table, benching system, single sided, 6 seats                              | (1) Stool, task, armless                                  |
| (2) Table, benching system, single sided, 4 seats                              | (4) 4'x8' porcelain/magnetic white-board with marker tray |
| (2) Table, benching system, single sided, 1 seat                               | (1) Digital clock, on campus network                      |
| (1) Instructor mobile lectern  | (1) Trash can   |
| (1) Built-in "Quartz" solid surface counter top on wood cabinet base, lockable |   |
| (1) Printer and paper storage  |   |

# Computer Class Lab - 40 Seats

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

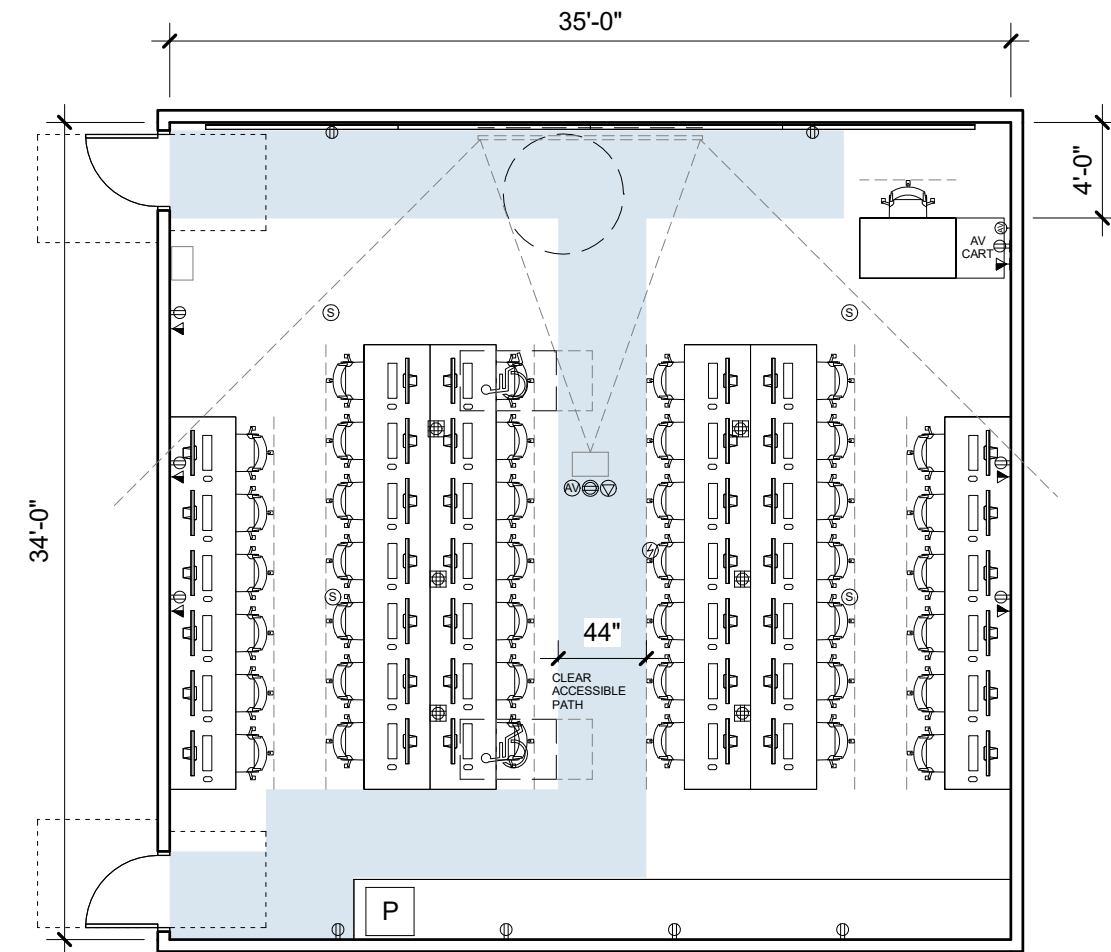
General purpose computer class lab. Includes space for printer and paper storage. Accommodates 40 students, 1 instructor, and 2 interpreters.

SF:	1190 ASF
Occupancy:	(40)
ASF/STN:	30
Utilization:	14 hours per day
Room Dimensions:	10'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Clear views to marker-board and screens
Exterior:	Required
Natural Light:	Windows are required on side or rear wall
Window Treatment:	Manual Roller Shades for sun control and room darkening
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door with vision panel

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
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Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



NOTE: OUT-SWINGING DOORS SHOULD BE DESIGNED TO AVOID PROJECTING INTO CORRIDOR CIRCULATION

## REPRESENTATIVE ROOM CONTENTS



- |  |   |
|--|---|
| (1) Ceiling mounted projection screen  | (38) Chairs, mobile task, armless                         |
| (1) Ceiling mounted projector  | (2) Chair, accessible, stacking, four post, with arms     |
| (4) Table, benching system, single sided, 7 seats                              | (1) Stool, task, armless                                  |
| (2) Table, benching system, single sided, 6 seats                              | (4) 4'x8' porcelain/magnetic white-board with marker tray |
| (1) Instructor mobile lectern  | (1) Digital clock, on campus network                      |
| (1) Built-in "Quartz" solid surface counter top on wood cabinet base, lockable | (1) Trash can   |
| (1) Printer and paper storage  |   |

# Health Services Lab (Nursing Assist) - Option A

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

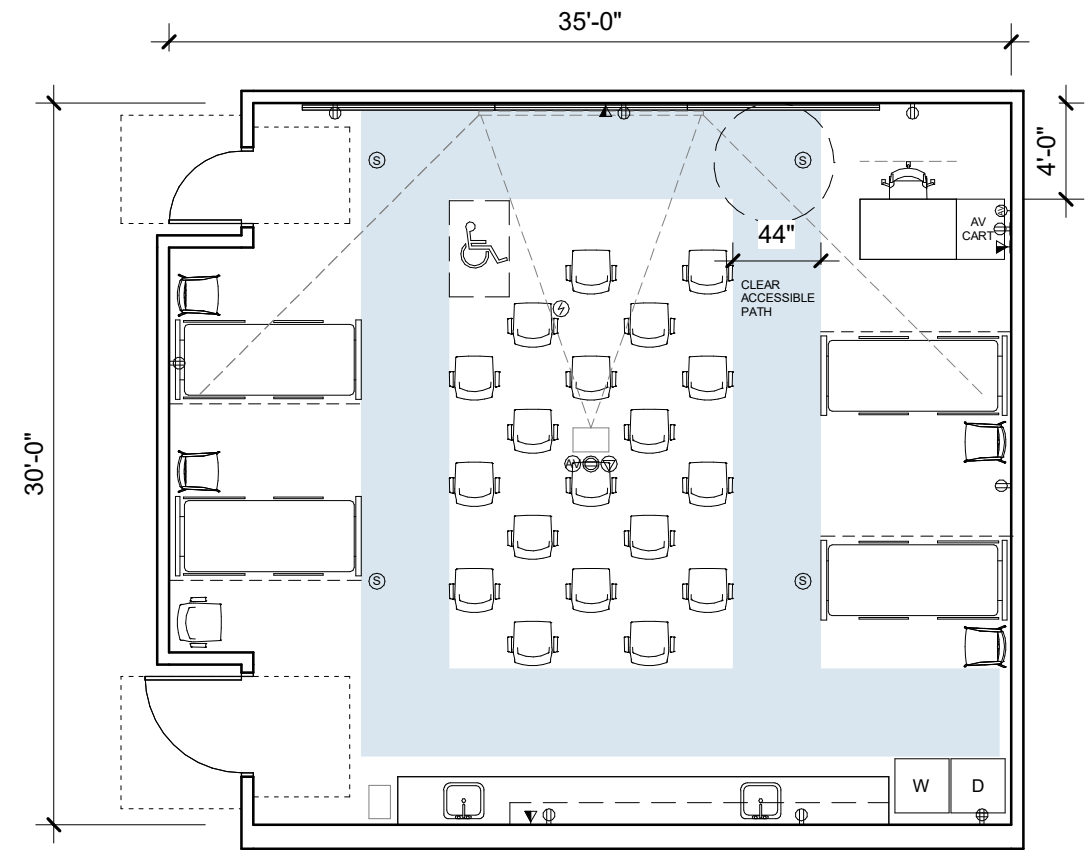
The Nursing Program is to prepare students in MA and CNA skill-sets for their respective disciplines.

SF:	1000 ASF
Occupancy:	(20)
ASF/STN:	50
Utilization:	As Scheduled
Room Dimensions:	10'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Clear views to marker-board and screens
Exterior:	Required
Natural Light:	Windows are required on side or rear wall
Window Treatment:	No requirements
Room Finishes:	
Floor:	Resilient or LVT
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile
Partitions:	Painted GWB, Acoustic wall covering
Doors:	3'-0" and 4'-0" x 7'-0" solid core wood doors with vision panel

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
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Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



NOTE: ONLY ONE DOOR REQUIRED.

RECOMMEND PROVIDING TWO DOORS FOR FUTURE FLEXIBILITY OF ALTERNATE OCCUPANT LOADS.

## REPRESENTATIVE ROOM CONTENTS

- |  |  |
|--|--|
| (1) Built-in "Quartz" solid surface counter top on wood cabinet base, lockable | (20) Chair, classroom style with desk and integrated shelf |
| (1) Built-in overhead cabinet, lockable  | (1) Projector & screen, ceiling mounted                    |
| (1) Privacy curtain, per bed   | (4) Manikins, medical                                      |
| (3) 4'x8' porcelain/magnetic white-board with marker tray                      | (4) Table, overbed with wheels and autotouch               |
| (4) Beds, powered patient  | (1) Digital clock, on campus network                       |
| (4) Chair, lounge  | (1) Washer / Dryer   |
| (2) Sinks, one accessible  | (1) Trash can  |



# Health Services Lab (Nursing Assist) - Option B

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

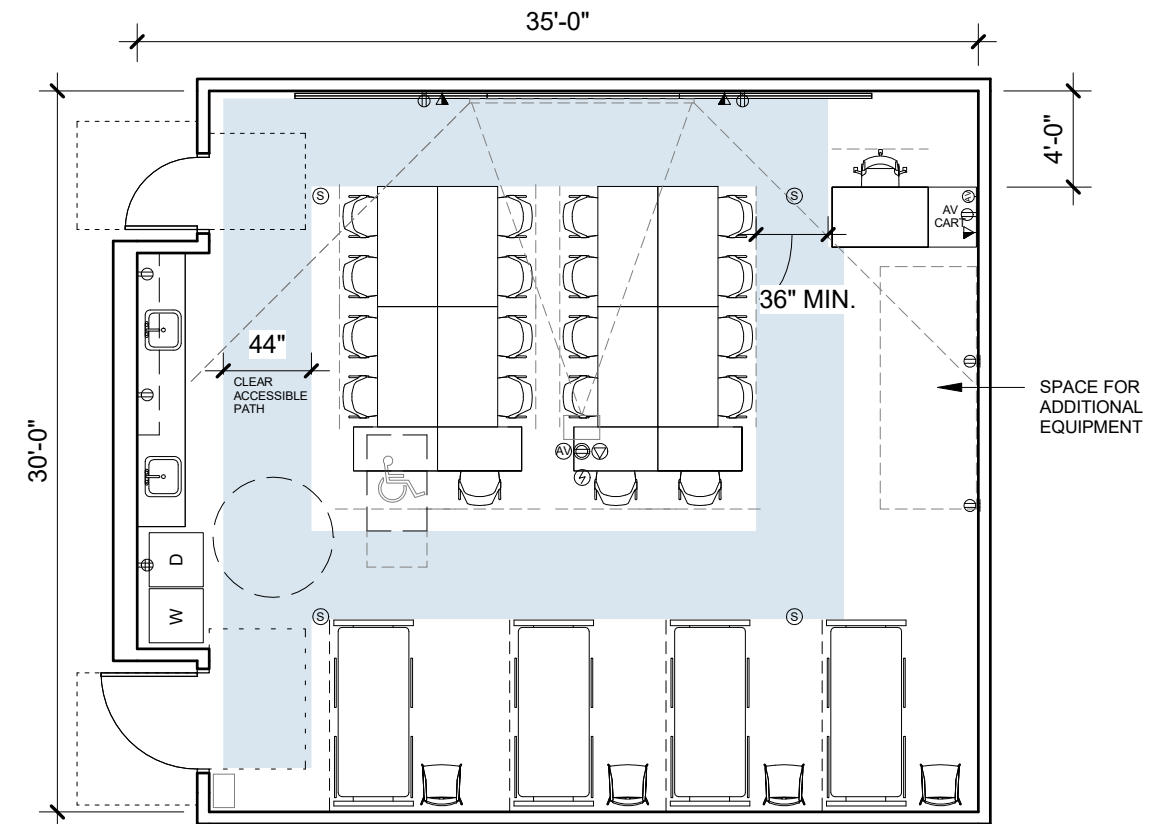
The Nursing Program is to prepare students in MA and CNA skill-sets for their respective disciplines.

SF:	1000 ASF
Occupancy:	(20)
ASF/STN:	50
Utilization:	As Scheduled
Room Dimensions:	10'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Clear views to marker-board and screens
Exterior:	Required
Natural Light:	Windows are required on side or rear wall
Window Treatment:	No requirements
Room Finishes:	
Floor:	Resilient or LVT
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile
Partitions:	Painted GWB, Acoustic wall covering
Doors:	3'-0" and 4'-0" x 7'-0" solid core wood doors with vision panel

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

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Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



NOTE: ONLY ONE DOOR REQUIRED

RECOMMEND PROVIDING TWO DOORS FOR FUTURE FLEXIBILITY OF ALTERNATE OCCUPANT LOADS.

## REPRESENTATIVE ROOM CONTENTS



- |  |  |
|--|--|
| (1) Built-in "Quartz" solid surface counter top on wood cabinet base, lockable | (6) Tables, fliptop/stackable classroom                    |
| (1) Built-in overhead cabinet, lockable  | (16) Chair, classroom                                      |
| (1) Privacy curtain, per bed   | (19) Chair, classroom style with desk and integrated shelf |
| (3) 4'x8' porcelain/magnetic white-board with marker tray                      | (1) Projector & screen, ceiling mounted                    |
| (4) Beds, powered patient  | (4) Manikins, medical                                      |
| (4) Chair, lounge  | (4) Table, overbed with wheels and autotouch               |
| (2) Sinks, one accessible  | (1) Digital clock, on campus network                       |
|  | (1) Washer / Dryer   |
|  | (1) Trash can  |

# Offices

The table following shows the recommended space type and net assignable square footage for a person by position type. Net Assignable square feet is defined as the area of a building suitable for occupancy measured from the interior walls, including closets and secondary corridors within assignable space. This excludes main corridors, bathrooms, and other non-assignable space.

Type of Room Occupant	Space Type					Rec. Net ASF/ Person*
<b>Executives</b>						
President	Private Office					400
Vice President	Private Office					300
<b>Academic</b>						
Dean	Private Office					240
Associate or Assistant Dean	Private Office					160
Department Chair	Private Office					160
Faculty Full-Time Tenure Track	Private Office					100-175
Faculty, Consulting, Visiting, Part-Time	Private Office	or	Shared Office			80
Fellow, Lecturer, Research Assoc., Visiting			Shared Office	or	Cubicle	80
Unit Administrative Manager	Private Office					100-160
<b>Administrative</b>						
Associate Vice President	Private Office					240
Director	Private Office					100-160
Associate Vice President, Associate Dean	Private Office					100-140
Manager	Private Office	or	Shared Office			80-140
<b>Staff Positions - Academic &amp; Administrative</b>						
Staff, Professional (Full-Time)	Private Office	or	Shared Office			64-100
Staff, Professional (Part-Time)			Shared Office	or	Cubicle	80
Staff, Administrative Support (Full-Time)			Shared Office	or	Cubicle	64-100
Staff, Administrative Support (Part-Time)			Shared Office	or	Cubicle	64-80
Temporary or Student Staff			Shared Office	or	Cubicle	30-64
*Recommended Net Assignable Square Feet / Person						

# Office - Faculty - 80 SF

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

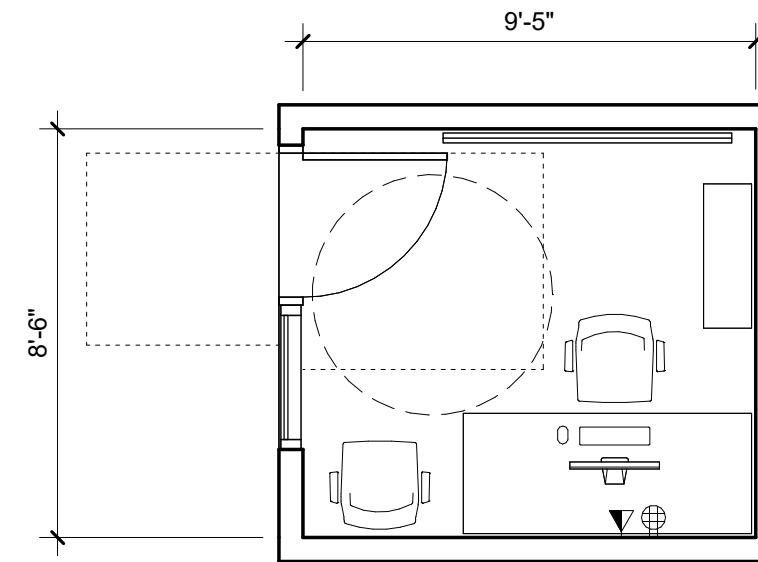
Private office space for one person. Includes space for computer workstation, desk, file storage, and shelves for books and reference materials.

SF:	80 ASF
Occupancy:	(1)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Sidelight required
Exterior:	Preferred
Natural Light:	Preferred
Window Treatment:	Manual Roller Shades
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door

## BUILDING SYSTEM REQUIREMENTS

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Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS

- |   |   |
|---|---|
| (1) Desk, ergonomic sit/stand with drawer locks   | (1) 4'x6' porcelain/magnetic white-board w/ marker tray |
| (1) Chair, task ergonomic with arms   | (2) Coat hooks  |
| (1) Wire management system, horizontal and vertical   | (1) Chair, guest, optional                              |
| (1) Ergonomic computer station: accessories incl. security cables, monitor arm, document holder |   |
| (1) Task light  |   |
| (1) File cabinets with drawers, lockable  |   |
| (1) Shelves   |   |

# Office - Department Chair or Associate/Assistant Dean - 160 SF

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

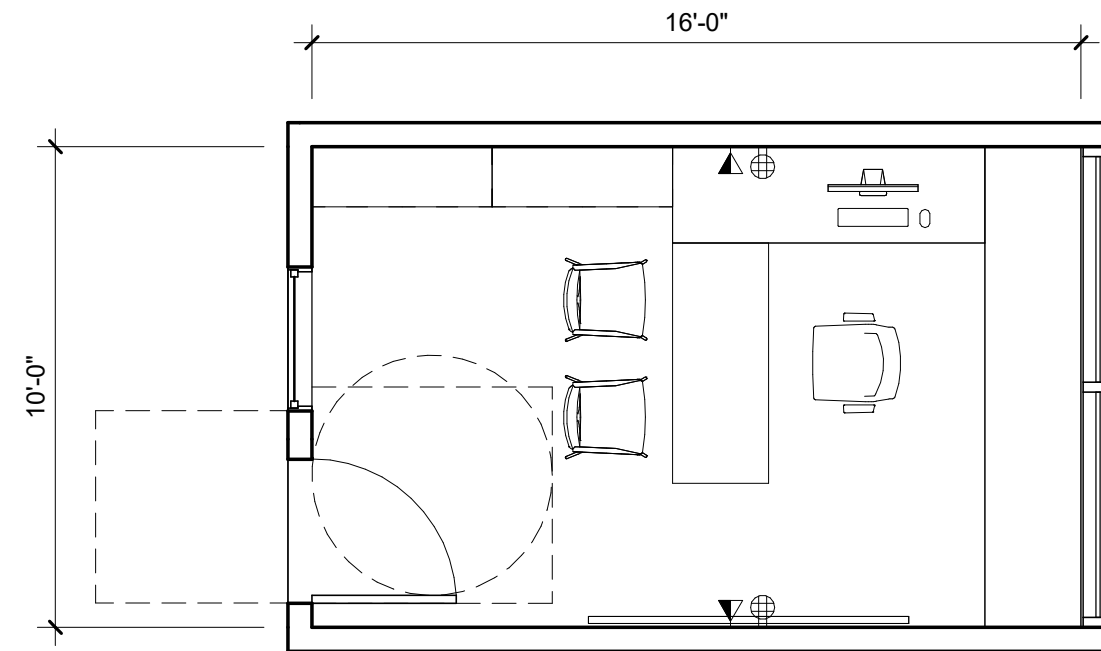
Assigned single, private office, accommodating a desk, files, bookshelf and workspace for the faculty member, plus a meeting area for an additional 2-3 people as needed.

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

SF:	160 ASF
Occupancy:	(1)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Sidelight required
Exterior:	Preferred
Natural Light:	Preferred
Window Treatment:	Manual Roller Shades
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
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## REPRESENTATIVE ROOM CONTENTS

- |   |   |
|---|---|
| (1) Desk, ergonomic sit/stand with drawer locks   | (2) Shelves   |
| (1) Desk, return with drawer locks and credenza   | (1) 4'x6' porcelain/magnetic white-board w/ marker tray |
| (1) Chair, task ergonomic with arms   | (2) Coat hooks  |
| (1) Wire management system, horizontal and vertical   | (2) Chair, guest  |
| (1) Ergonomic computer station: accessories incl. security cables, monitor arm, document holder | (1) Bench-seat with lower storage                       |
| (1) Task light  | (1) Flat Panel Display                                  |
| (2) File cabinets with drawers, lockable  | (1) Storage unit, full height                           |

# Office - Shared - 144 SF

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

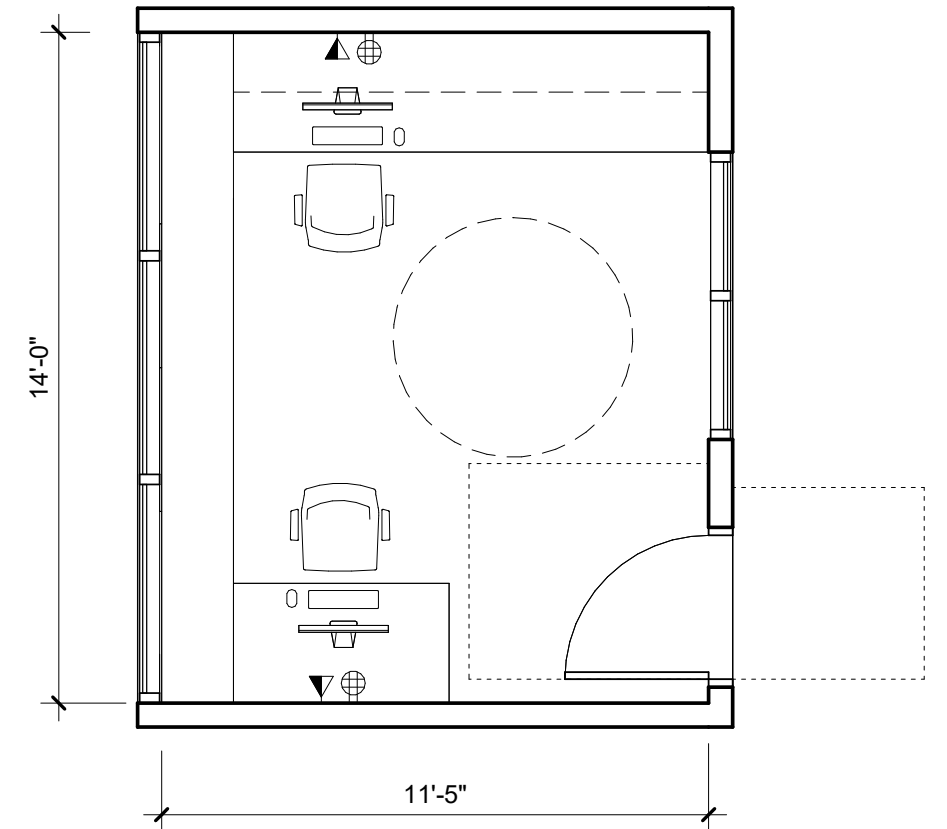
Shared office space for two people. Includes space for computer workstations, desks, file storage, and shelves for books and reference materials.

SF:	144 ASF
Occupancy:	(2)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Sidelight required
Exterior:	Preferred
Natural Light:	Preferred
Window Treatment:	Manual Roller Shades
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Paint, Gypsum Board
Doors:	3'-0" x 7'-0" solid core wood door

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS

- (2) Desk, ergonomic sit/stand with drawer locks
- (2) Desk, return with drawer locks and credenza
- (2) Chair, task ergonomic with arms
- (2) Wire management system, horizontal and vertical
- (2) Ergonomic computer station: accessories incl. security cables, monitor arm, document holder
- (2) Task light
- (2) File cabinets with drawers, lockable
- (2) Shelves
- (4) Coat hooks

# Office - Dean - 240 SF

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

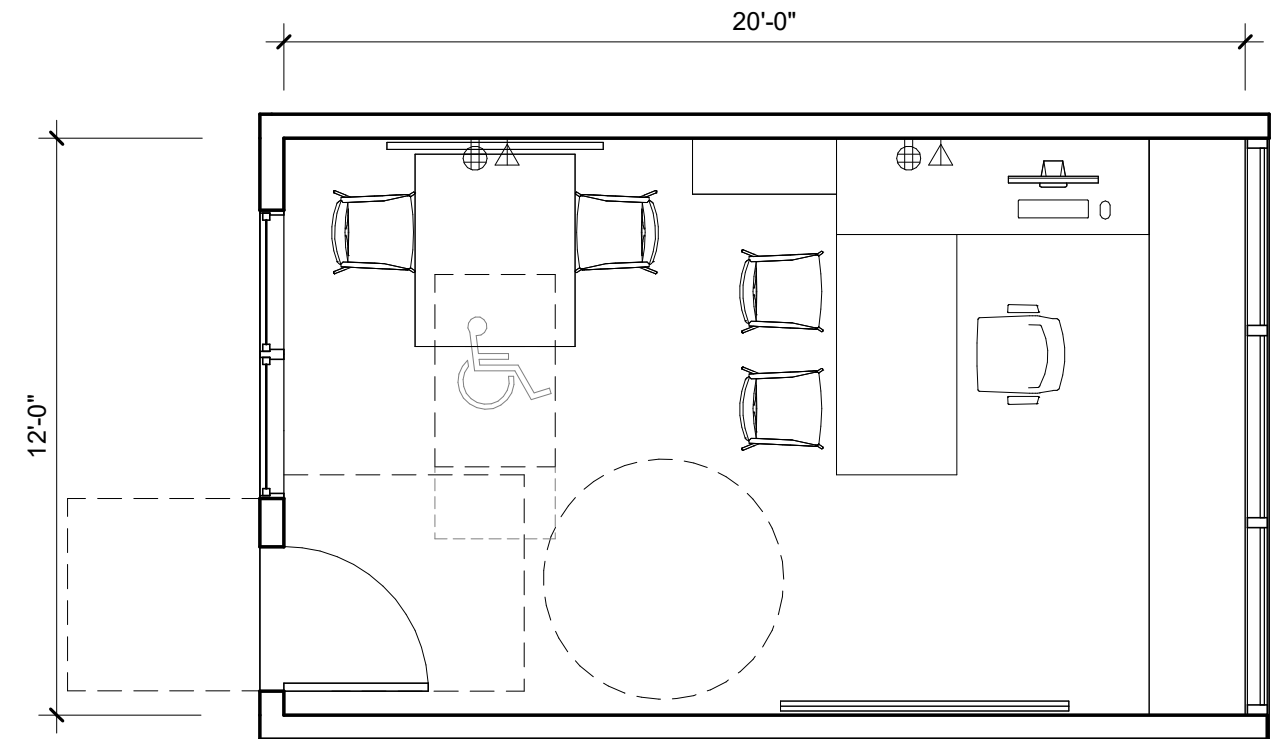
Private office space for one person, including space for computer workstation, desk, file storage, books and reference materials shelves, and comfortable flexible seating for meetings with 3-4 others.

SF:	240 ASF
Occupancy:	(1)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Sidelight required
Exterior:	Preferred
Natural Light:	Preferred
Window Treatment:	Manual Roller Shades
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS

- |   |   |
|---|---|
| (1) Desk, ergonomic sit/stand with drawer locks   | (2) Shelves   |
| (1) Desk, return with drawer locks and credenza   | (1) 4'x6' porcelain/magnetic white-board w/ marker tray |
| (1) Chair, task ergonomic with arms   | (2) Coat hooks  |
| (1) Wire management system, horizontal and vertical   | (2) Chair, guest  |
| (1) Ergonomic computer station: accessories incl. security cables, monitor arm, document holder | (1) Table, rectangular conference                       |
| (1) Task light  | (1) Flat Panel Display                                  |
| (2) File cabinets with drawers, lockable  | (1) Storage unit, full height                           |

# Office - Vice President - 300 SF

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

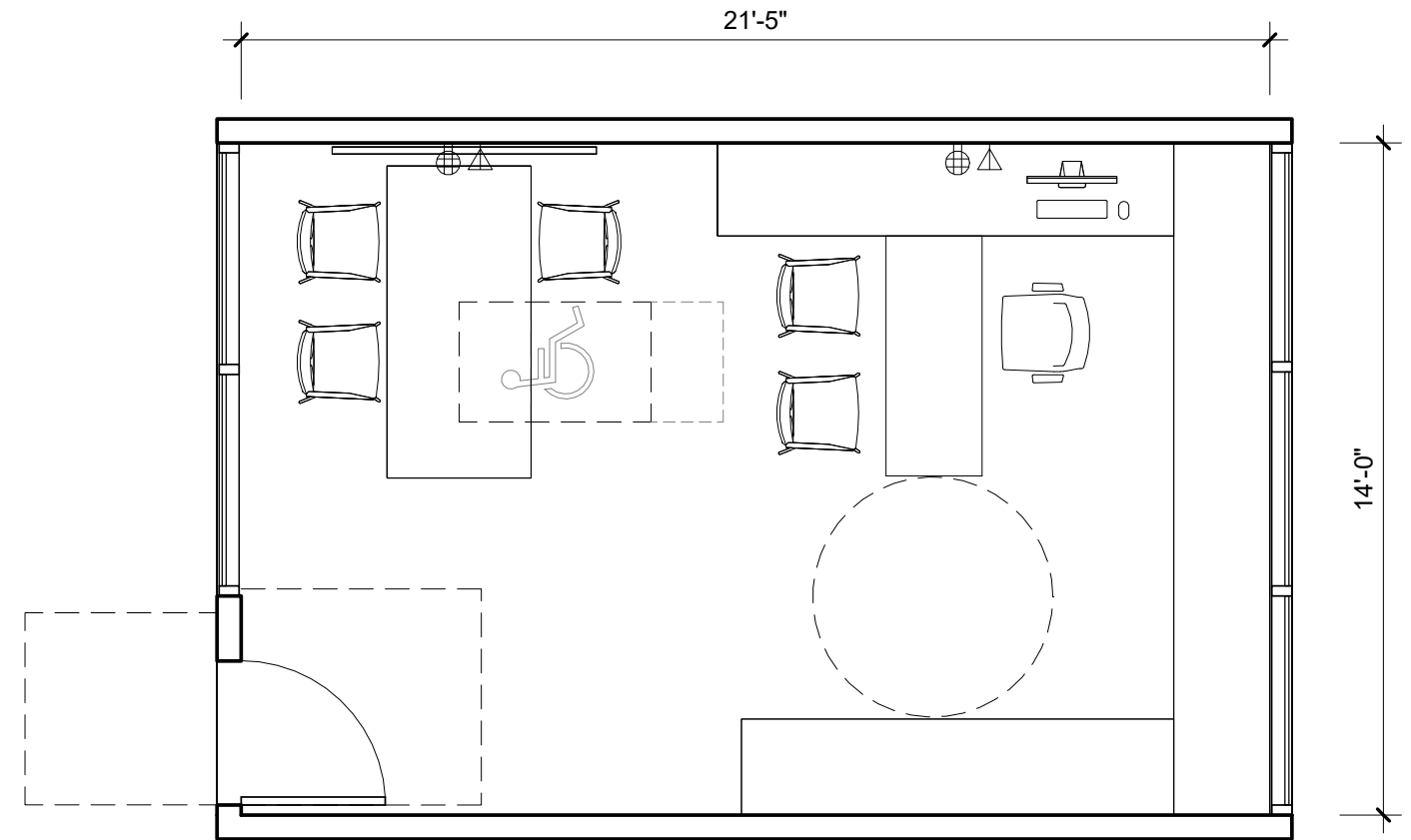
Private office space includes space for computer workstation, desk, file storage, books and reference materials shelves, and comfortable flexible seating for meetings with 4-5 others

SF:	300 ASF
Occupancy:	(1)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Sidelight required
Exterior:	Preferred
Natural Light:	Preferred
Window Treatment:	Manual Roller Shades
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS

- |   |   |
|---|---|
| (1) Desk, ergonomic sit/stand with drawer locks   | (2) Shelves   |
| (1) Desk, return with drawer locks and credenza   | (1) 4'x6' porcelain/magnetic white-board w/ marker tray |
| (1) Chair, task ergonomic with arms   | (2) Coat hooks  |
| (1) Wire management system, horizontal and vertical   | (5) Chair, guest  |
| (1) Ergonomic computer station: accessories incl. security cables, monitor arm, document holder | (1) Table, rectangular conference                       |
| (1) Task light  | (1) Flat Panel Display                                  |
| (2) File cabinets with drawers, lockable  | (1) Storage unit, full height                           |



# Office - President - 400 SF

## SPACE DESCRIPTION

Private office space for one person. Includes space for computer workstation, desk, file storage, shelves for books and reference materials, and comfortable flexible seating for meetings with 4-5 others. President office typically has access to a private restroom.

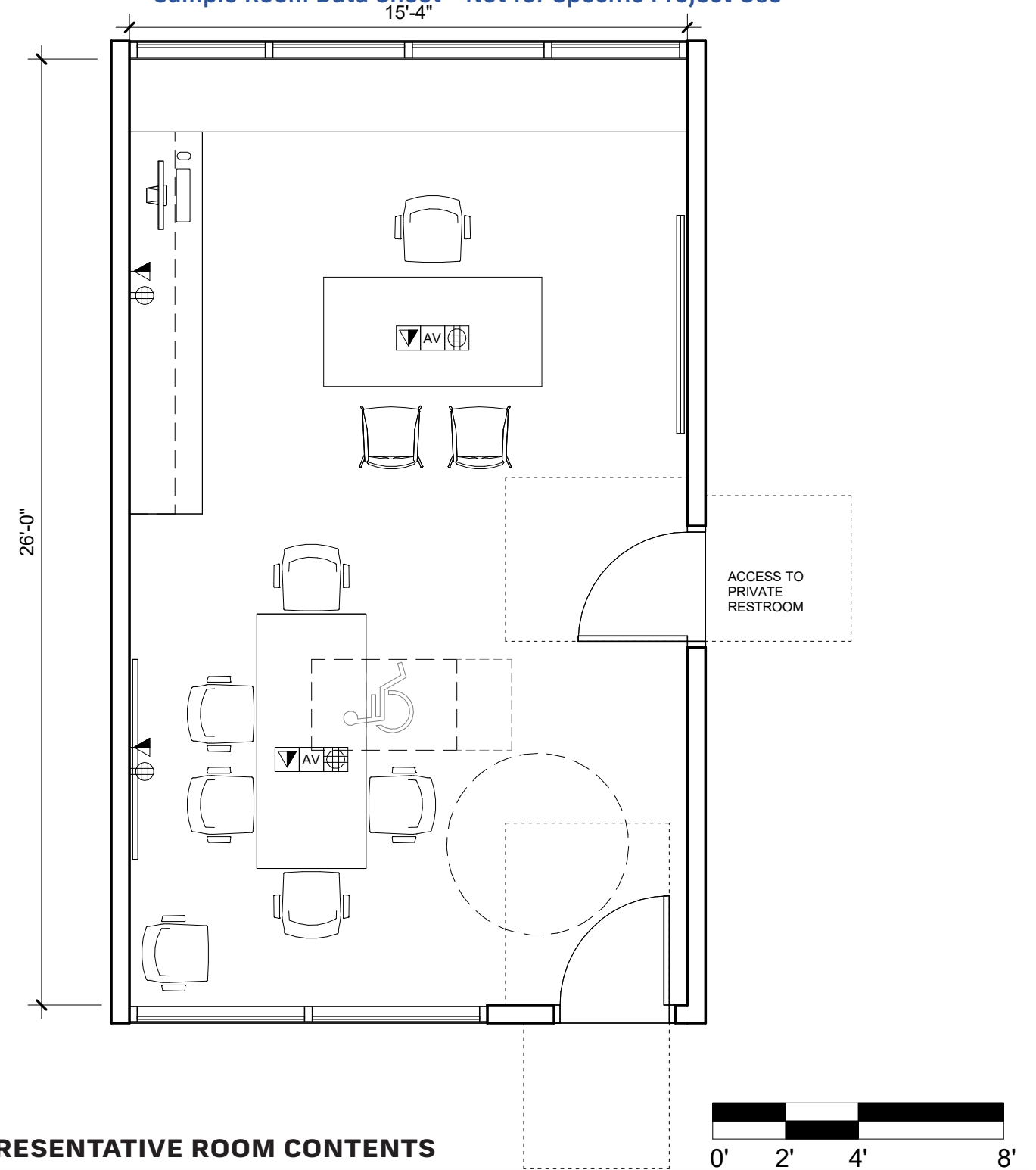
SF:	400 ASF
Occupancy:	(1)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Administrative Suite, Executive Assistant Private Restroom
Sightlines:	
Interior:	Sidelight required
Exterior:	Preferred
Natural Light:	Preferred
Window Treatment:	Manual Roller Shades
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria

Sample Room Data Sheet - Not for Specific Project Use



## REPRESENTATIVE ROOM CONTENTS

- |  |   |
|--|---|
| (1) Desk, ergonomic sit/stand with drawer locks  | (1) Credenza  |
| (1) Desk, return with drawer locks   | (1) Shelves   |
| (1) Chair, task ergonomic with arms  | (1) 4'x6' porcelain/magnetic white-board w/<br>tray |
| (1) Wire management system, horizontal and vertical  | (2) Coat hooks                                      |
| (1) Ergonomic computer station: accessories incl.<br>security cables, monitor arm, document holder | (8) Chair, guest                                    |
| (1) Task light   | (1) Table, rectangular conference                   |
| (1) File cabinets with drawers, lockable   | (1) Flat Panel Display                              |



# Open Workstation - Single Occupant

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

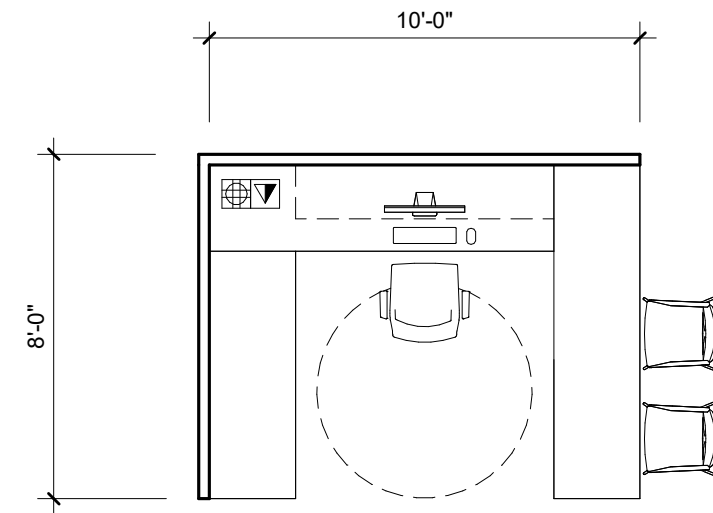
Open office space for staff personnel to be located adjacent to the private staff offices and should include space for a computer workstation, desk, file storage, and books and reference materials shelves.

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

SF:	80-100 ASF
Occupancy:	(1)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Program dependent
Exterior:	No requirement
Natural Light:	Preferred
Window Treatment:	No requirement
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Fabric Covered Acoustic Partitions
Doors:	No requirement

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS

- |  |  |
|--|--|
| (1) Computer station with accessories and monitor arm per occupant | (1) Desk, return                         |
| (1) Phone  | (1) Desk, guest seating                  |
| (1) Chair, task ergonomic with arms per occupant                   | (2) File cabinets with drawers, lockable |
| (2) Chair, guest   | (1) Task light                           |
| (1) Table, conference  |  |
| (1) Desk, ergonomic  |  |

# Open Workstation - Multiple Occupants

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

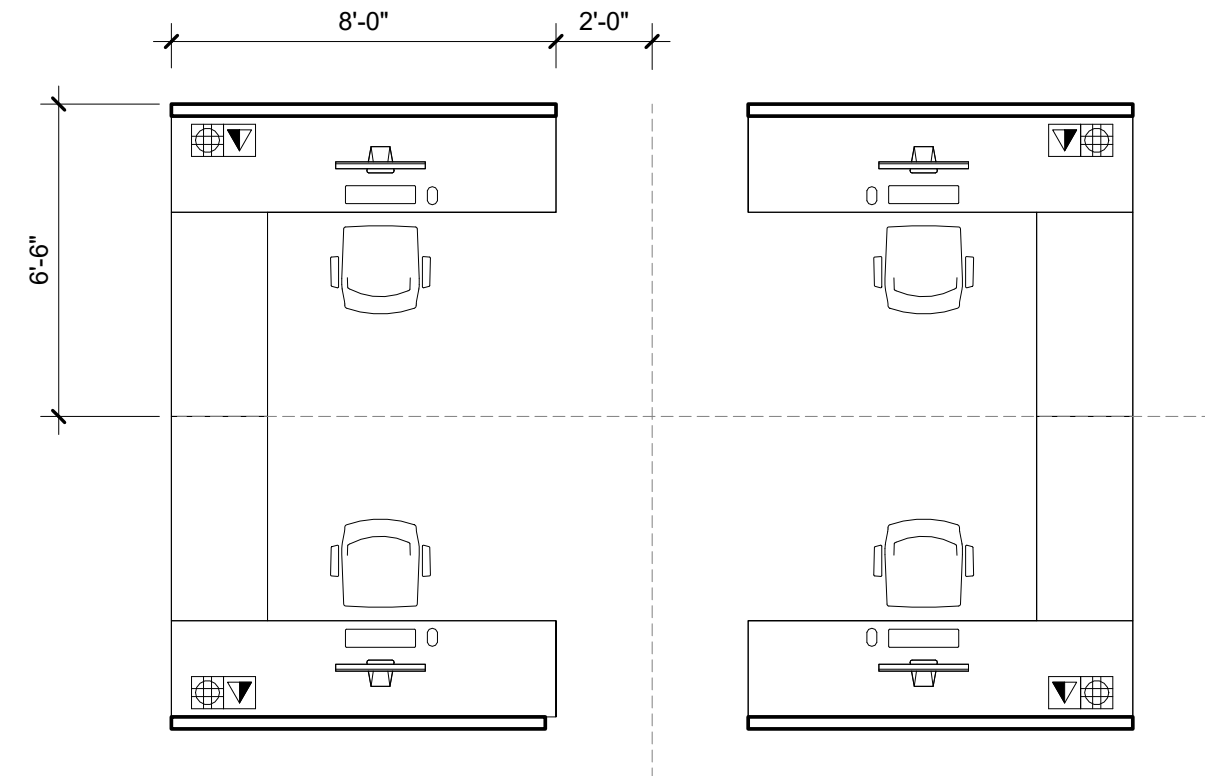
Open office space for student registration use to be located adjacent to the central registration desk. Includes space for a computer workstation and desk.

## BUILDING SYSTEM REQUIREMENTS

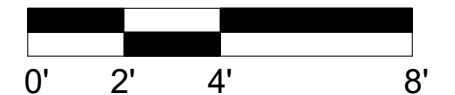
Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

SF:	64 ASF
Occupancy:	(1)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Program dependent
Exterior:	No requirement
Natural Light:	Preferred
Window Treatment:	No requirement
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Fabric Covered Acoustic Partitions
Doors:	No requirement

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS



- Per Workstation:
- (1) Computer station with accessories and monitor arm
  - (1) Phone
  - (1) Chair, task ergonomic with arms per occupant
  - (1) Desk, return
  - (2) File cabinets with drawers, lockable
  - (1) Task light,

# Meeting Room - 5 Seats

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

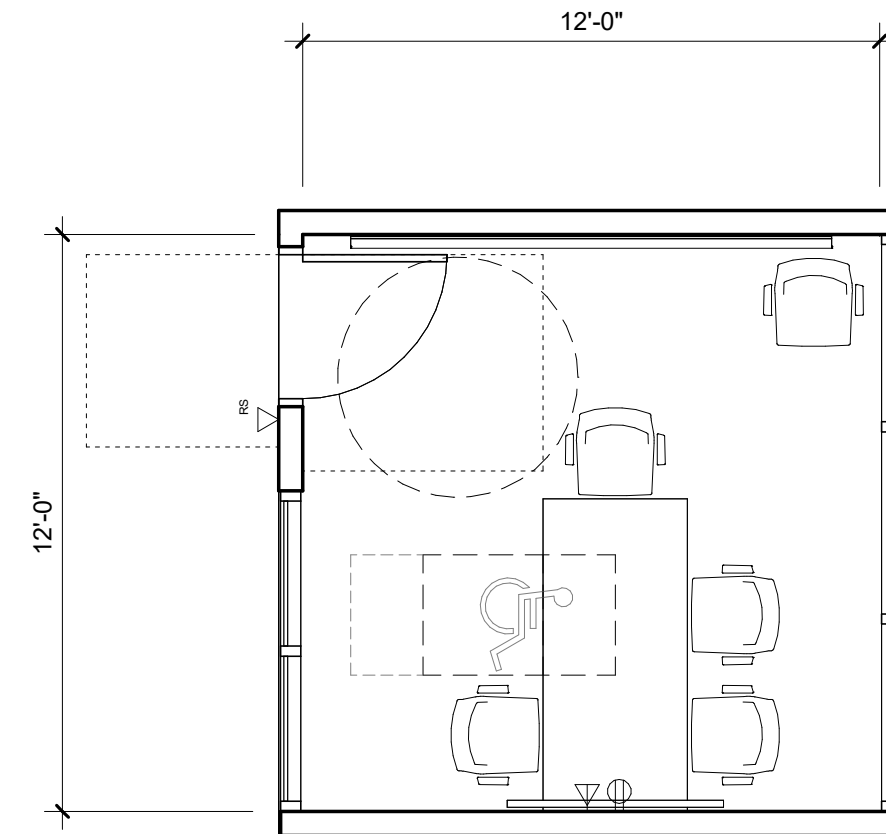
General purpose meeting space used for internal conferences, interviews and presentations. Small meeting rooms provide acoustic privacy for confidential discussions or small groups in an open office environment.

SF:	150 ASF
Occupancy:	(5)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines: Interior:	Clear views to markerboard and flat-panel display, Visual connectivity with adjacent open program areas for security and wayfinding
Exterior:	Preferred
Natural Light:	Preferred
Window Treatment:	Provide shades for sun control and room darkening
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Painted GWB
Doors:	3'-0" x 7'-0" solid core wood door

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS

- (5) Chair, task ergonomic with arms
- (1) Table
- (2) 4'x6' porcelain/magnetic white-board w/ marker tray
- (1) Flat Panel Display
- (1) Digital clock, on campus network

# Meeting Room - 10 Seats

## SPACE DESCRIPTION

General purpose meeting space used for conferences and presentations. Provide acoustic speech privacy for confidential discussions.

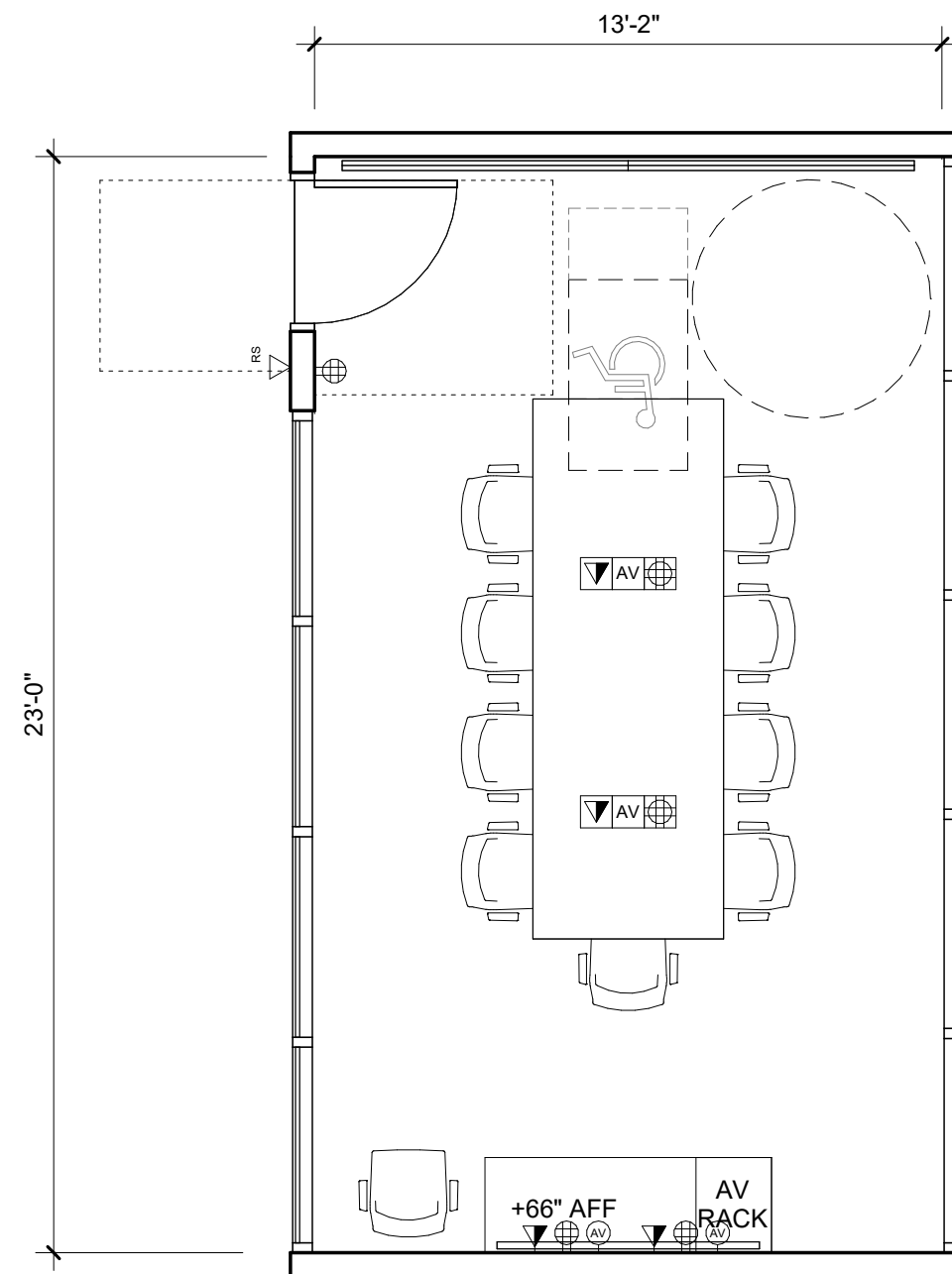
SF:	300 ASF
Occupancy:	(10)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Clear views to markerboard and flat-panel display, Visual connectivity with adjacent open program areas for security and wayfinding
Exterior:	Preferred
Natural Light:	Preferred
Window Treatment:	Manual Roller Shades
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Paint, Acoustic Wall Covering
Doors:	3'-0" x 7'-0" solid core wood door

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria

## Sample Room Data Sheet - Not for Specific Project Use



## REPRESENTATIVE ROOM CONTENTS

- (10) Chair, task ergonomic with arms
- (1) Table, rectangular conference
- (2) 4'x6' porcelain/magnetic white-board w/ marker tray
- (1) Flat Panel Display
- (1) Credenza with AV Rack
- (1) Digital clock, on campus network

# Meeting Room - 20 Seats

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

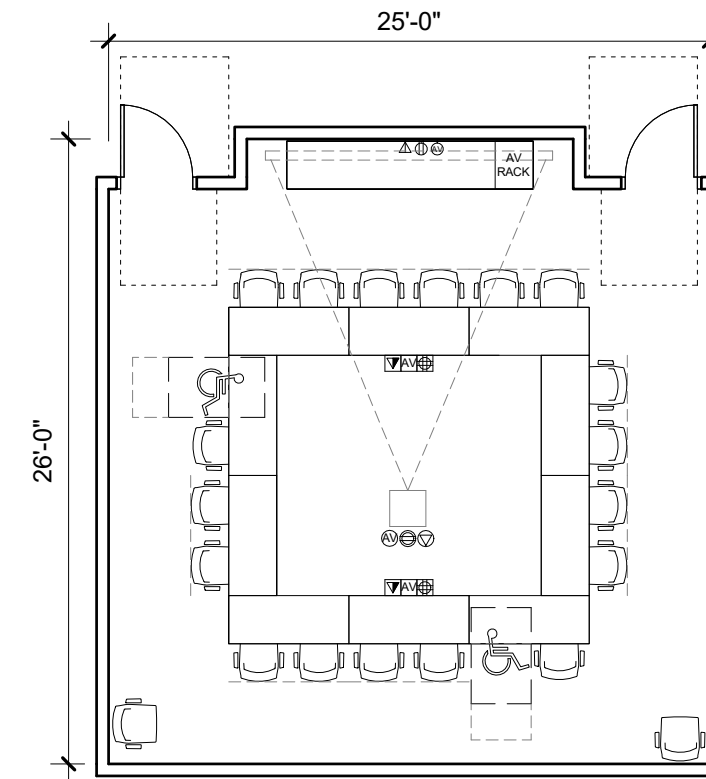
General purpose meeting space used for conferences and presentations including video conferencing. Provide acoustic speech privacy for confidential discussions.

SF:	630 ASF
Occupancy:	(20)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines: Interior:	Clear views to markerboard and flat-panel display, Visual connectivity with adjacent open program areas for security and wayfinding
Exterior:	Preferred
Natural Light:	Preferred
Window Treatment:	Provide shades for sun control and room darkening
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Painted GWB
Doors:	3'-0" x 7'-0" solid core wood door

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS

- |   |                                       |
|---|---------------------------------------|
| (20) Chair, task ergonomic with arms                    | (1) Ceiling mounted projection screen |
| (10) Table, nesting, 18"x60"                            | (1) Ceiling mounted projector         |
| (2) 4'x6' porcelain/magnetic white-board w/ marker tray | (1) Digital clock, on campus network  |
| (1) Credenza with AV Rack                               |                                       |

# Break Room

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

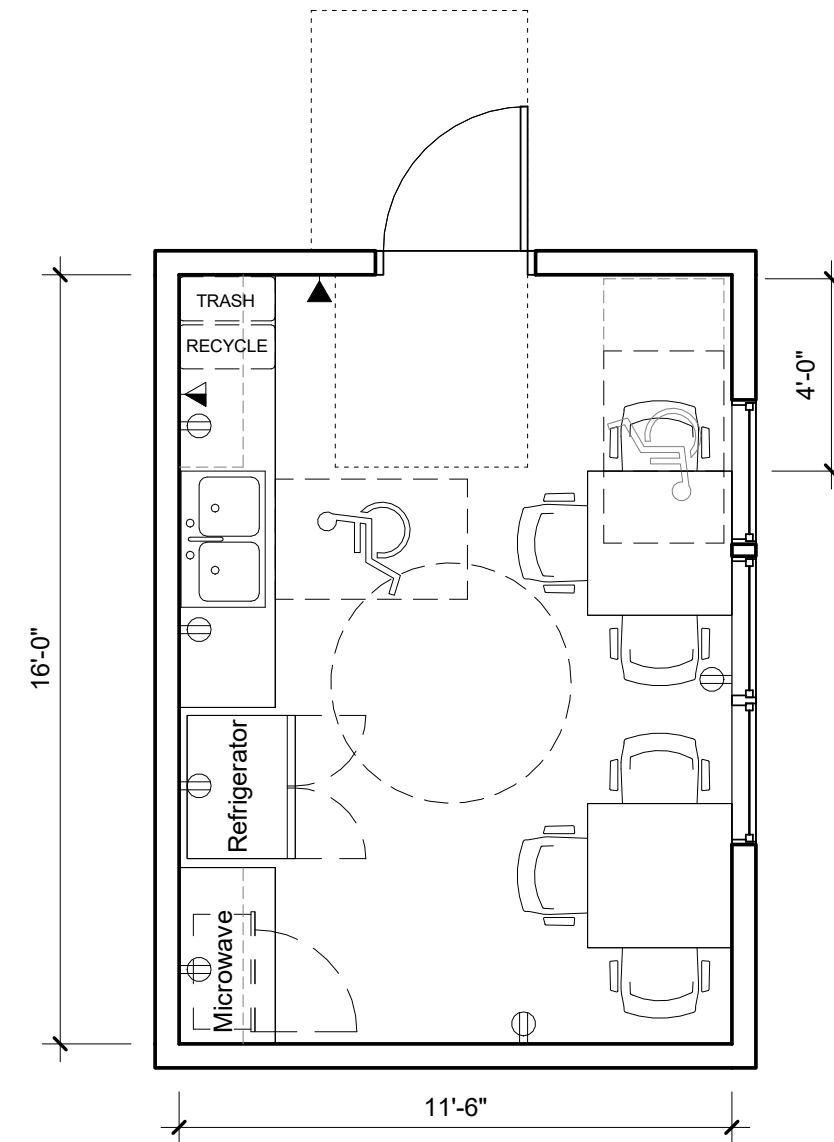
Shared small break room. Include space for 6 seats.

SF:	180 ASF
Occupancy:	Per code
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per Program
Sightlines:	
Interior:	Provide vision into room for security purposes
Exterior:	No requirement
Natural Light:	Preferred
Window Treatment:	Provide shades for sun control and room darkening
Room Finishes:	
Floor:	Carpet Tile
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, or approved finish
Partitions:	Painted GWB
Doors:	3'-0" x 7'-0" solid core wood door

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS

- |  |  |
|--|--|
| (2) Built-in "Quartz" solid surface counter top on wood cabinet base, lockable | (1) Full size 25 CUFT counterdepth refrigerator with ice maker |
| (2) Built-in overhead cabinet, lockable  | (1) Digital clock, on campus network                           |
| (1) Sink with Disposal, Accessible   | (1) 4' X 8' acoustical tackboard                               |
| (2) Undercounter trash/recycling bins  | (2) Tables   |
| (1) Bottle filler & Filter   | (6) Chairs   |
| (1) Coffee Machine   |  |
| (1) Microwave  |  |

# All Gender Restroom

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

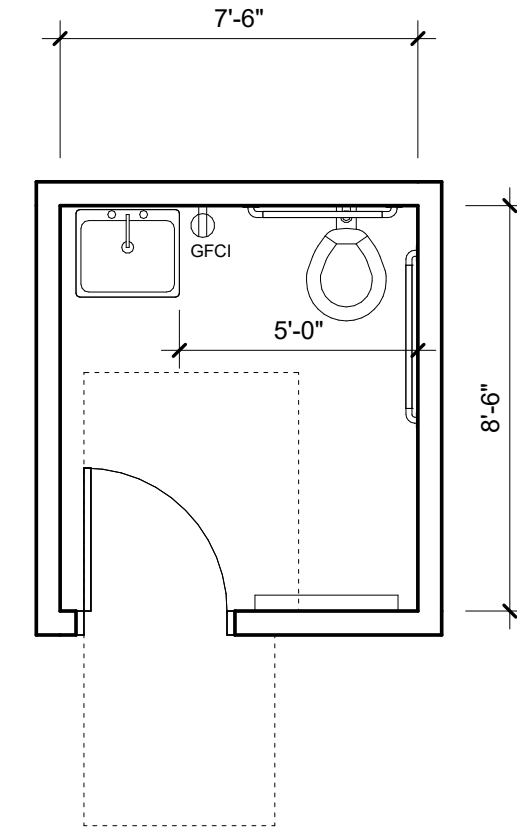
A single occupant, gender neutral restroom.

SF:	65 NSF
Occupancy:	(-)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per program
Sightlines:	
Interior:	No requirement
Exterior:	No requirement
Natural Light:	No requirement
Window Treatment:	No requirement
Room Finishes:	
Floor:	Resilient Flooring
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, washable
Partitions:	Paint, Gypsum Board
Doors:	3'-0" x 7'-0" solid core wood door with privacy lock and occupied/vacant indicator

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
Data:	Chapter 16 Technology & Audio Visual Design
Telecom:	Chapter 16 Technology & Audio Visual Design
Audiovisual:	Chapter 16 Technology & Audio Visual Design
Security:	Chapter 17 Security Design Criteria



## REPRESENTATIVE ROOM CONTENTS



- (1) Sink, Accessible, Wall Mounted
- (1) Water Closet, Wall Mounted
- (2) Grab Bars
- (1) Receptacle, Waste, Recessed
- (1) Sanitary Napkin Disposal, Wall Mounted
- (1) Paper Towel Dispenser, Wall Mounted
- (1) Soap Dispenser, Wall Mounted

- (1) Dispenser, Toilet Seat Cover
- (1) Dispenser, Toilet Paper
- (1) Mirror
- (1) Changing Table

# Lactation Room

Sample Room Data Sheet - Not for Specific Project Use

## SPACE DESCRIPTION

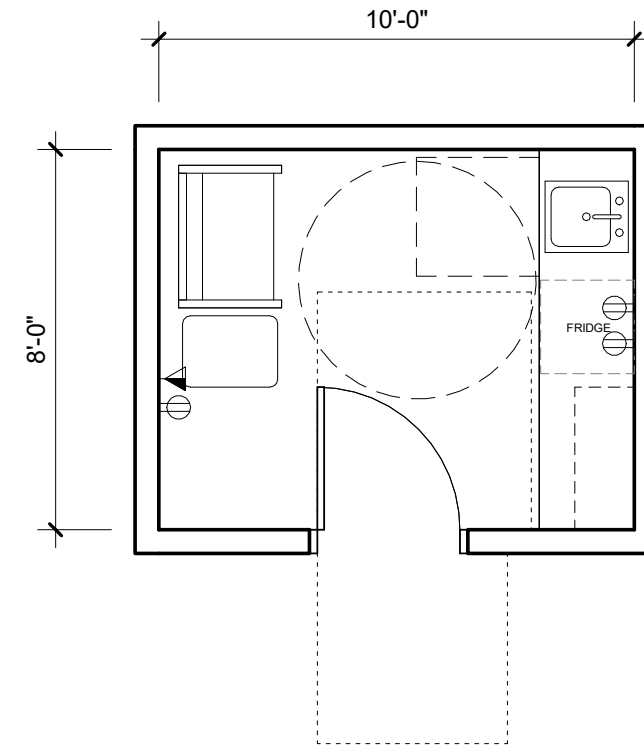
A private space used by nursing mothers. This space is shared among staff and students and should be located in a discrete location.

SF:	80 NSF
Occupancy:	(1)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Per program
Sightlines:	
Interior:	No requirement
Exterior:	No requirement
Natural Light:	No requirement
Window Treatment:	No requirement
Room Finishes:	
Floor:	Resilient Flooring
Base:	Rubber Base
Ceiling:	Acoustic Ceiling Tile, washable
Partitions:	Paint, Gypsum Board
Doors:	3'-0" x 7'-0" solid core wood door with privacy lock and occupied/vacant indicator

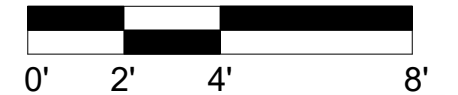
## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
Security Design Criteria:	Chapter 17 Security Design Criteria
Door Hardware:	Chapter 18 Door Hardware   Automatic Swing Door Operators
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## REPRESENTATIVE ROOM CONTENTS



- |  |                                       |
|--|---------------------------------------|
| (1) Built-in "Quartz" solid surface counter top on wood cabinet base, lockable | (1) Comfortable Chair                 |
| (1) Built-in overhead cabinet, lockable  | (1) Side Table                        |
| (1) Sink, Accessible   | (1) Mirror, Full Length, Wall Mounted |
| (1) Paper Towel Dispenser, Wall Mounted  | (1) Clock                             |
| (1) Soap Dispenser, Wall Mounted   |                                       |
| (1) Under counter Refrigerator with Freezer                                    |                                       |



# Custodial Support Spaces

Refer to Volume 2 Campus Specifications Matrix for additional information.

## Custodial Room

See following Room Data Sheet for Custodial Room additional graphics and information.

Buildings up to 50,000 square feet will require two to three custodial rooms, a minimum of one per floor level.

Buildings up to 100,000 square feet will need three to four custodial rooms minimum, at least one per floor level; larger buildings should be programmed for additional custodial rooms at the rate of one per 25,000 square feet.

One custodial room per floor shall be at least 100 square feet (at least 10 feet wide) and be located close to the vertical circulation and plumbing core of the building. Add a 2nd custodial room for a single floor space exceeding 40,000 square feet.

Do not locate electrical panels, telephone boards, other equipment, or roof access within the custodial room.

Construction and Fire Rating: review need for fire-rated enclosure and door assembly, including door closer.

Custodial Rooms must be secured to ensure protection of equipment.

Accessories (optional as requested by College Facility Director) - in one custodial room per building (typically), install cleaning chemical dispenser over receptor friction-type mounting brackets for mops, brooms, etc. on wall over receptor (not under chemical dispenser) 12" - 14" stainless steel shelving high on third wall, 8' total if possible

## Storage Closet

Storage Closet shall be provided for buildings not on the Main Campus. (Examples: East's South Gate, Mission's East Campus). The Storage Closet is in addition to the requirements for Custodial Rooms.

A Storage Closet shall be at least 200 SF. Storage Closets shall NOT contain mechanical equipment, exits to the roof, transformers, electrical panels, water heaters, etc. to which other personnel or building occupants must have access. Storage Closets must be secured at all times. Storage Closets shall accommodate the following:

- Be located near the restrooms.
- Security camera
- Open adjustable shelving that is at least 6 tiers, 10-feet high, 18-inches deep, and 6-feet wide, anchored to the wall.
- Sealed concrete floor with locally depressed floor drain and automatic tramp primer.
- Open floor space that is at least 6-feet by 8-feet.
- Two dedicated 20A, 120V, and one 30A, 240V GFC I protected electrical outlets mounted at 48-inches AFF.

## Main Custodial Supply Area

Main Custodial Supply Area: One per college main campus which is located in the Maintenance and Operations area, next to the receiving dock. It will be the central supply area for all custodial operations. The Main Custodial Supply room is a high security area and shall be at least 9,600-square feet with a HIGHER secured lockable storage within that area of at least 3,600-square feet. The area shall accommodate the following:

- Main Custodial Supply area shall be lockable with high security key and the wire mesh security room within the area shall have a higher security key.
- Room height shall be at least 15-feet to provide for pallet shelving.
- Interior wall bottom 4-feet shall be constructed with CMU or plywood. Green board to 8-feet high with high gloss paint finish.
- Provide one 10-feet wide and 10-feet high electric powered overhead door.
- Security camera
- Sealed concrete floor with locally depressed floor drain and automatic tramp primer.
- Ample open space for carts, fork lifts and custodial equipment.
- 10 power outlets equality spaced on opposite walls.

- 2 compressed air connections from a compressor with minimum 25 CFM at 90 PSI, 10 HP electrical motor, 90 gallons tank.
- Water faucets and electrical outlets on the outside of the main custodial supply room.
- Two (2) 18-inch deep, 43-inch wide, 60-inch high, flammable storage cabinets with build in ventilation system to the exterior.
- At least 550-feet of open and pallet shelving.
- Vapor proofed LED light fixtures.
- Equipment/vehicle charging station – 240 volts, 15 amp.
- Custodial cabinet 36"x24"x72"
- Dispensing station area with floor mounted 41-inch high stainless steel utility sink, wall mounted faucet with built in backflow preventer and level handles, one (1) 24" wide 30" deep and 35.5" high stainless steel table next to the sink, GFI outlets at 48"+AFF directly above the table, and floor drain.
- Provide a commercial washer and dryer. Washer/extractor shall be front loading with 60 lbs. capacity.

# Custodial Room

## SPACE DESCRIPTION

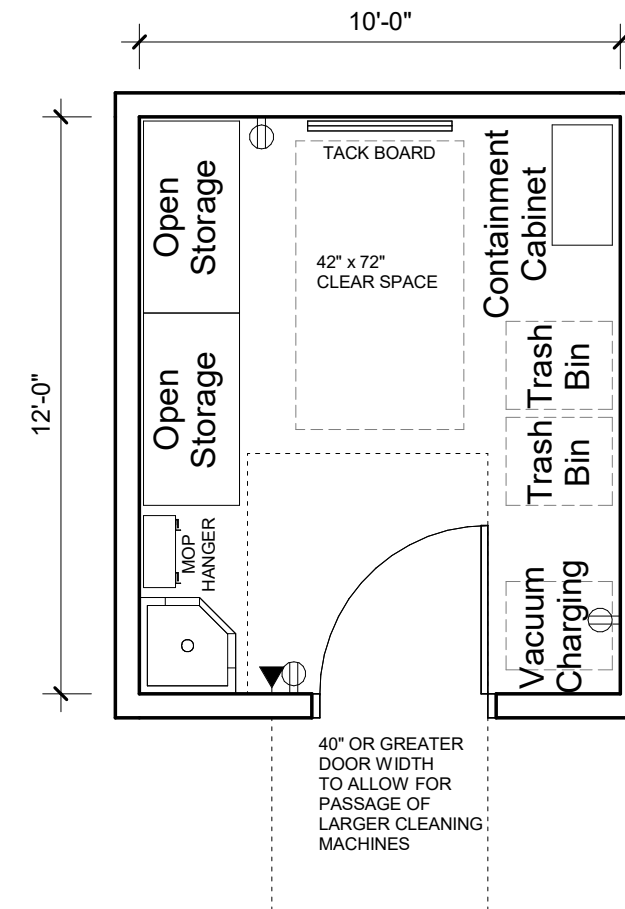
A space to store custodial supplies and equipment.

SF:	120 NSF
Occupancy:	(-)
Utilization:	14 hours per day
Room Dimensions:	9'-0" min. ceiling height
Adjacencies:	Vertical Circulation & Plumbing Core
Sightlines:	
Interior:	No requirement
Exterior:	No requirement
Natural Light:	No requirement
Window Treatment:	No requirement
Room Finishes:	
Walls:	Masonry: brick, block, glazed block, ceramic tile. Wood and/or metal frame with plaster finish: smooth finish, gloss painted finish. Green board, 12" x 12" ceramic tile or FRP 6-foot high and 6-foot wide on both sides of the floor sink. Gloss paint wall finish.
Floor:	Concrete (properly sealed), terrazzo, ceramic, or quarry tile Locally depressed floor drain Provide automatic trap primer
Base:	Coved base to match floor
Ceiling:	Exposed structure preferred If rated ceiling is required Plaster finish
Partitions:	Paint, Gypsum Board
Doors:	3'-4" min. x 7'-0" hollow metal louvered door with kick plate. Install rated shutter in fire rated door.

## BUILDING SYSTEM REQUIREMENTS

Provide Building System Requirements as required to satisfy code, specific project requirements, and as required in the following Chapters in Volume 1:

Acoustics:	Chapter 9 Acoustics Design
Signage:	Chapter 14 Wayfinding & Signage
Mechanical Design:	Chapter 11 Mechanical Design
Electrical Design:	Chapter 12 Electrical Design
Plumbing Design:	Chapter 13 Plumbing Design
Technology & Audio Visual Design:	Chapter 16 Technology & Audio Visual Design
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## REPRESENTATIVE ROOM CONTENTS



- (2) Open storage steel shelving units, at least 8' high, 2 feet deep, 4-6 feet wide, secured to wall
- (1) Containment Cabinet, shelving on one side, vertical storage on other side, lockable, at least 15" deep, 6'6" tall, 30" wide
- (1) Door shall open into the room
- (1) Clear open floor space at least 42" wide, 6' deep

- (1) Corner floor mop sink with hot and cold water, mop hanger, 36" hose with wall hanger, vacuum breaker on the faucet
- (1) Tack Board
- (1) Emergency phone