

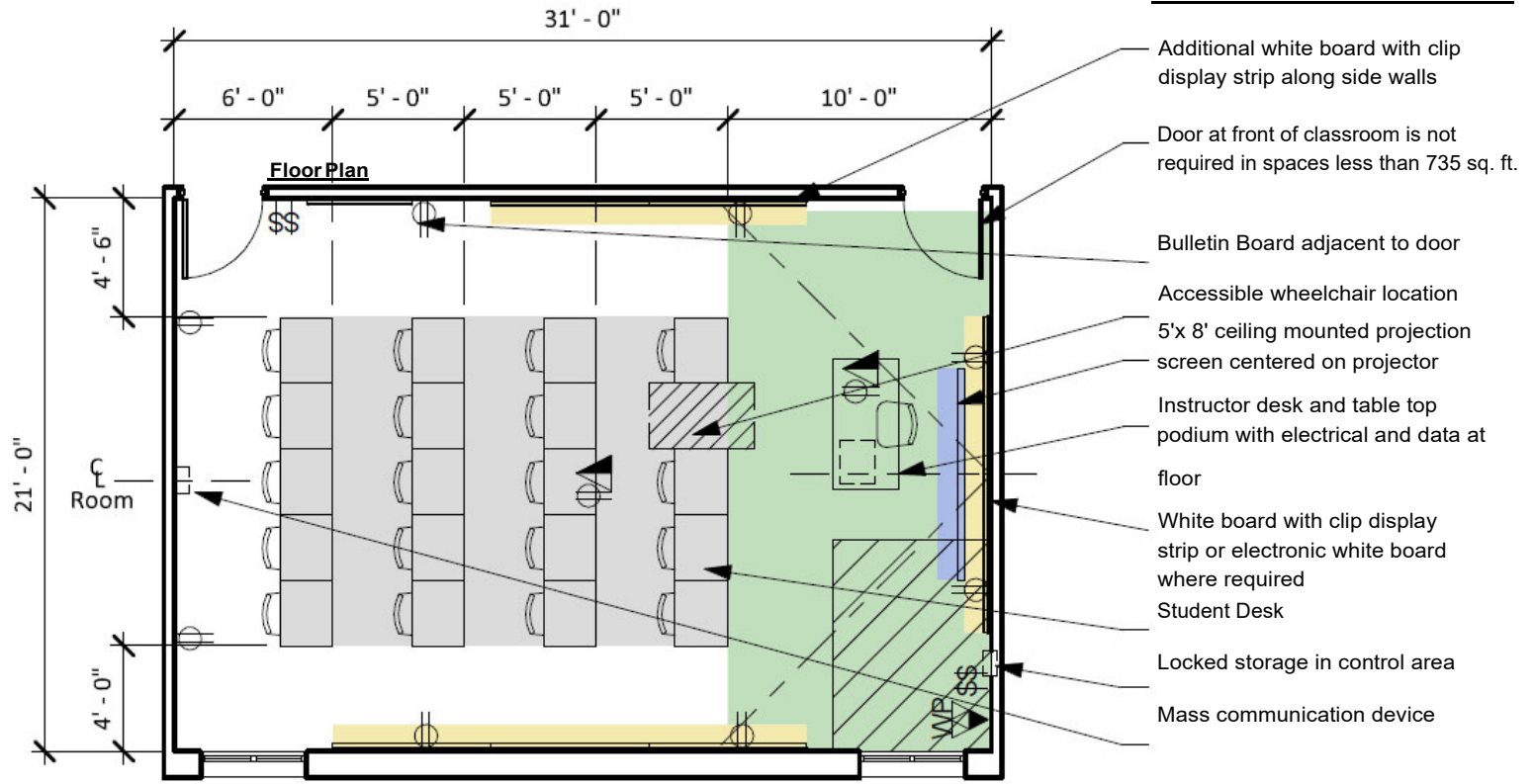
*These guidelines are provided as assistance to University of Houston-Downtown departments or design consultants to the University in developing new construction or renovation programs and preliminary space layouts, and shall not be considered mandates.*

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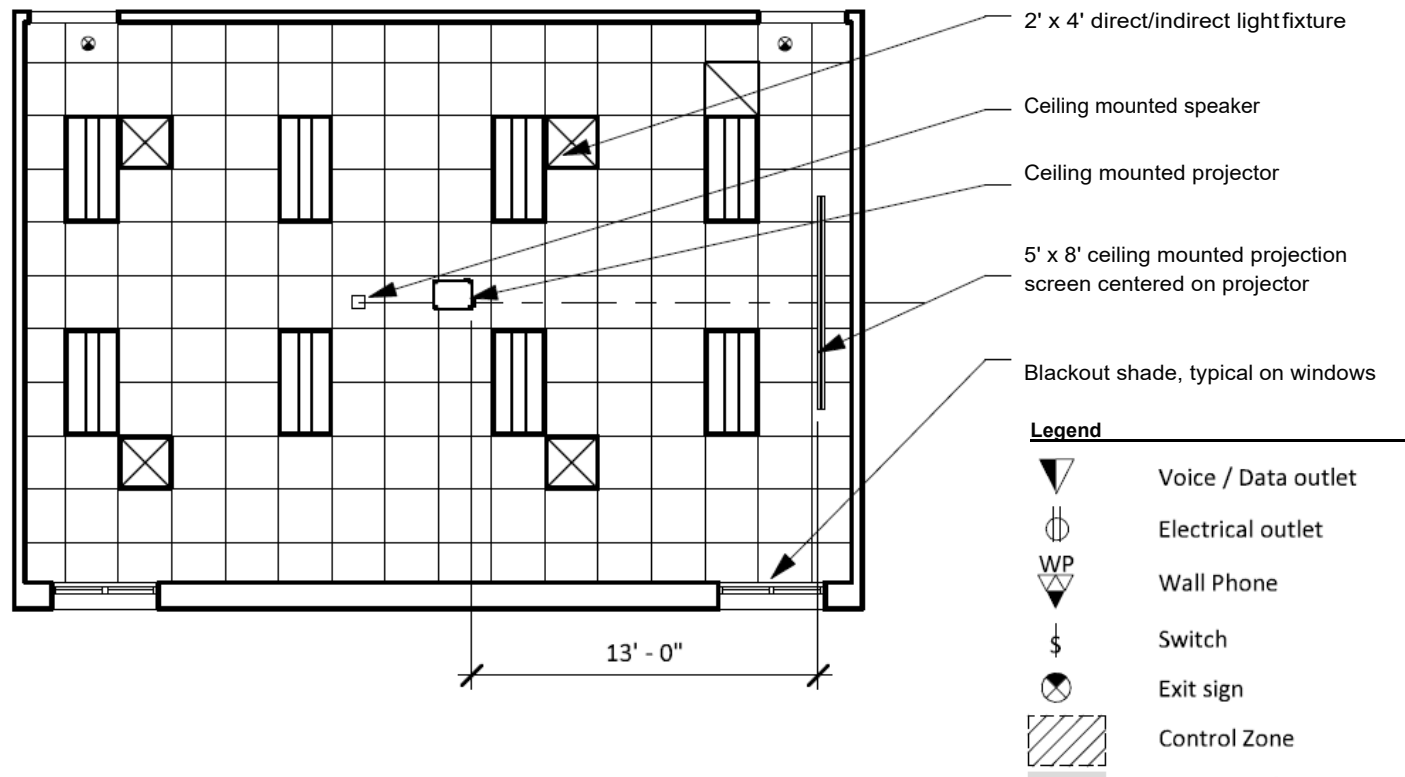
1. Classroom	Capacity 0 to 20
2. Classroom	20 to 30
3. Classroom	30 to 50
4. Classroom	50 to 100
5. Classroom	100 to 200
6. Office: Cubicle	Size 60 SF
7. Office: Private	80 SF
8. Office: Shared	80SF
9. Office: Private	100 SF
10. Office: Shared	100 SF
11. Office: Private	120 SF
12. Office: Shared	120 SF
13. Office: Private	140 SF
14. Office: Shared	140 SF
15. Teaching Lab	Chemistry Lab
16. Teaching Lab	Biology Lab
17. Teaching Lab	Low ventilation req.
18. Research Lab	Hood intensive
19. Conference	Capacity 0 to 15
20. Conference	15 to 25
21. Conference	25 to 40
22. Lounge	Capacity 0 to 4
23. Lounge	4 to 8
24. Lounge	8 to 12

Space type/Capacity	Classroom 0 - 20 students
Room dimensions	21'-0" x 31'-0" (651 SF)
Ceiling height	9'-0" recommended
Lighting	<p>Provide general ambient lighting via lay-in 2x4 light fixtures with dual switching for energy conservation.</p> <p>Provide lighting in two zones:</p> <ul style="list-style-type: none"> <li>A) Classroom area – fixtures to be wired for variable switching to allow 50 percent of the lights to be off at a time.</li> <li>B) Instructor area – fixture shall be switched separately and shall illuminate instructors work surface and allow appropriate lighting levels at the projection surface. Fixture may be dimmable.</li> </ul> <p>Switches for lights should be provided in the control area and at the entry door.</p>
Power	<p>Provide 120v power along wall for general purpose student use. A single floor outlet in Classroom area should be provided for seminar.</p> <p>Power should be provided at the floor at the instructor's table.</p>
Data	<p>A single floor outlet in the Classroom area should be provided for seminar. Data should be provided at the floor at the instructors table and include a network connection to the projector.</p>
Audio/Visual	<p>A/V devices shall include a ceiling mounted projector and manually operated projection screen. The projector shall be mounted in a secure, theft resistant bracket.</p> <p>One speaker should be provided in the room.</p>
Security	<p>Classroom door shall be lockable with thumb turn on the interior to create a safe haven.</p> <p>A mass communication device should be provided in each classroom.</p>
Natural lighting	<p>Natural lighting should be provided in the classroom, but black out shades should be provided to control room lighting. The arrangement of the classroom should take into consideration lighting at the writing area.</p>
Finishes	<p>The following finishes should be provided:</p> <ul style="list-style-type: none"> <li>Floor: Vinyl composition tile</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	<p>Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel shall be provided in the door. Doors that are required to swing out should be recessed into the classroom.</p>
Acoustics	<p>Acoustically insulated partitions should be provided between classrooms along with acoustical ceiling tile products to achieve the minimum sound transmission class (STC) of 50.</p> <p>Noise criteria (NC) shall be 35 for classrooms.</p>
Sightlines	<p>Classroom instructors shall have clear lines of sight to all students. Students shall have clear and unobstructed lines of sight to the projection screen and to the white boards.</p>

Signage	Refer to the Design Guidelines for signage requirements.
Furnishings/Contents	Furnishings should include non-fixed tables and chairs, a mobile instructors table and a table top podium. Furniture frame and upholstery shall be no lighter than pencil graphite.
Accessibility	Provide at least one accessible wheelchair location with an adjacent companion seat.
Other	Porcelain enamel white boards shall be provided in all classrooms. White boards shall have an aluminum frame and chalk rail and a clip display strip. Provide a lockage storage compartment (12" x 12" x 4") in the wall at the instructor control area.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations. Boards may not be cleaned between classes, so dual purpose projection/ white boards may not work. A "high-tech" version of classroom will require interfacing screen and podium.



**Reflected Ceiling Plan**



**Legend**

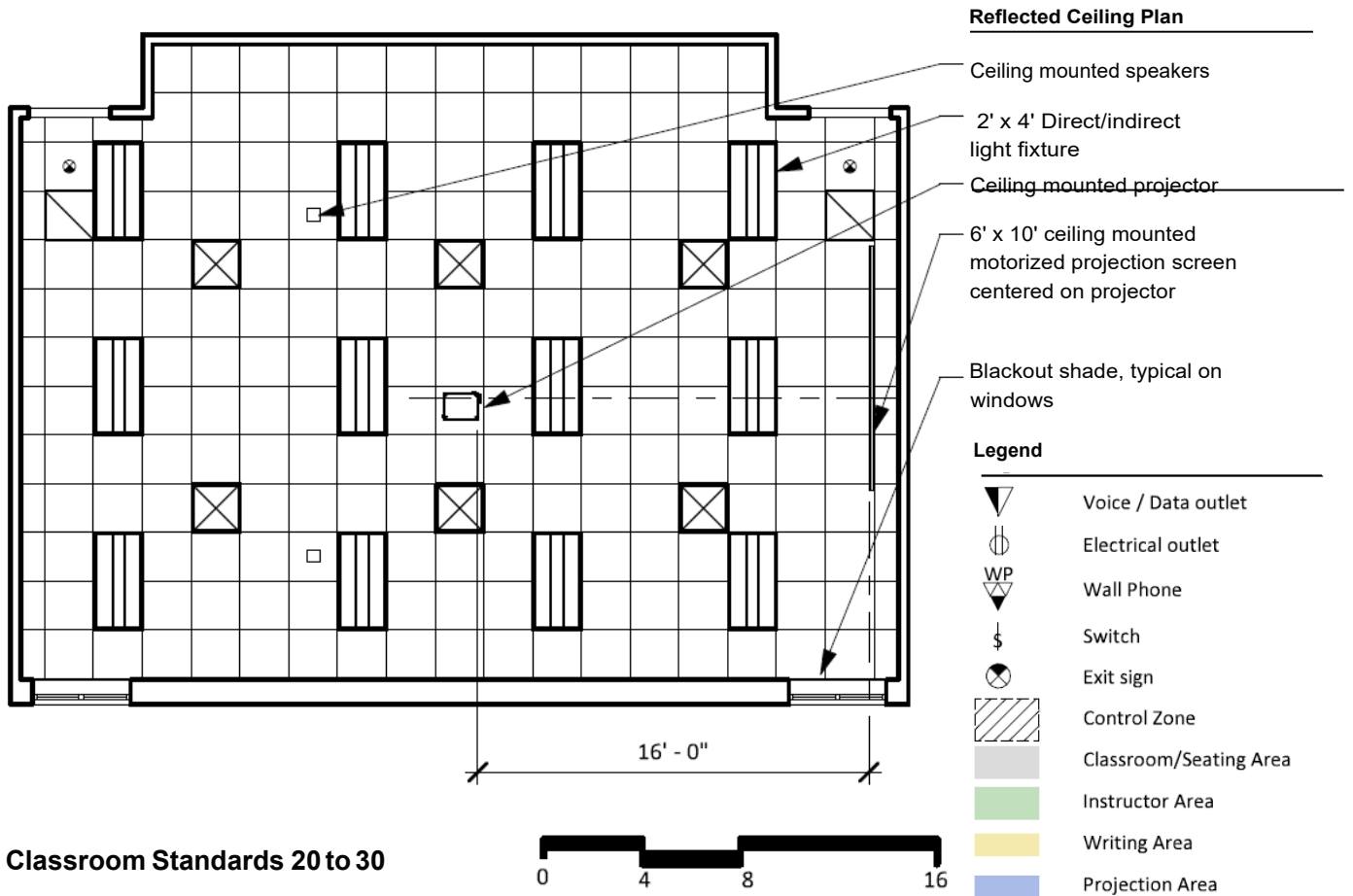
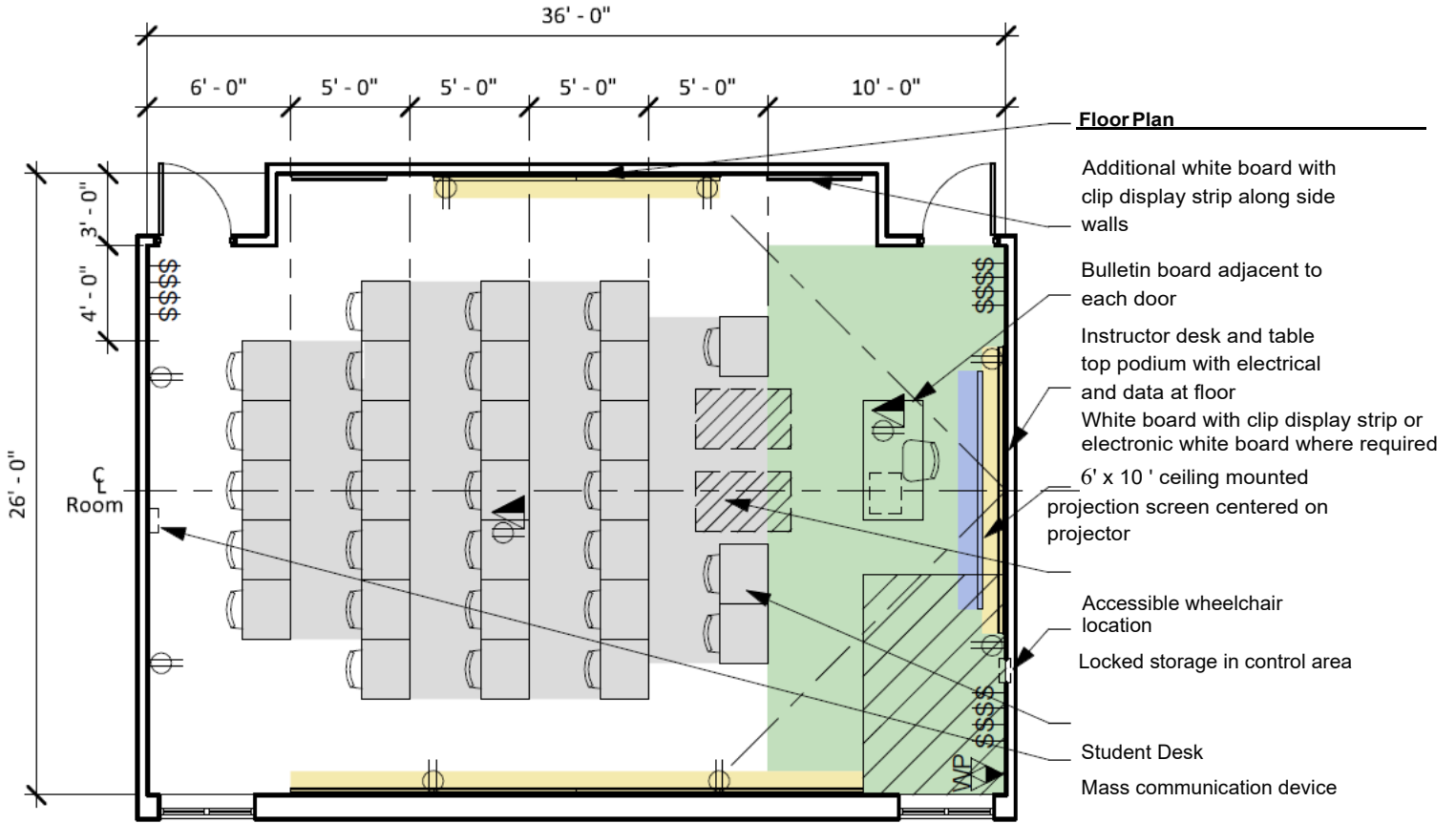
- Voice / Data outlet
- Electrical outlet
- Wall Phone
- Switch
- Exit sign
- Control Zone
- Classroom/Seating Area
- Instructor Area
- Writing Area
- Projection Area

**Classroom Standards 0 to 20**



Space type/Capacity	<b>Classroom 20 - 30 students</b>
Room dimensions	26'-0" x 36'-0" (936 SF)
Ceiling height	10'-0" recommended
Lighting	<p>Provide general ambient lighting via lay-in 2x4 light fixtures With dual switching for energy conservation.</p> <p>Provide lighting in four zones:</p> <ul style="list-style-type: none"> <li>A) Classroom area – fixtures to be wired for variable switching to allow 50 percent of the lights to be off at a time.</li> <li>B) Instructor area – fixture shall be switched separately and shall illuminate instructors work surface. Fixture may be dimmable.</li> <li>C) Projection area – Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>D) Writing area – Writing area to be illuminated</li> </ul> <p>Switches for lights should be provided in the control area and at the primary entry door.</p>
Power	<p>Provide 120v power along wall for general purpose student use. A single floor outlet in Classroom area should be provided for seminar.</p> <p>Power should be provided at the floor at the instructors table.</p>
Data	<p>A single floor outlet in the Classroom area should be provided for seminar. Data should be provided at the floor at the instructors table and include a network connection to the projector.</p>
Audio/Visual	<p>A/V devices shall include a ceiling mounted projector and manually operated projection screen. The projector shall be mounted in a secure, theft resistant bracket.</p> <p>Speakers shall be provided in the ceiling.</p>
Security	<p>Classroom door shall be lockable with thumb turn on the interior to create a safe haven.</p> <p>A mass communication device should be provided in each classroom.</p>
Natural lighting	<p>Natural lighting should be provided in the classroom, but black out shades should be provided to control room lighting. The arrangement of the classroom should take into consideration lighting at the writing area.</p>
Finishes	<p>The following finishes should be provided:</p> <ul style="list-style-type: none"> <li>Floor: Vinyl composition tile</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	<p>Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel shall be provided in the door. Doors that are required to swing out should be recessed into the classroom.</p>
Acoustics	<p>Acoustically insulated partitions should be provided between classrooms along with acoustical ceiling tile products to achieve the minimum sound transmission class (STC) of 50.</p> <p>Noise criteria (NC) shall be 35 for classrooms.</p>

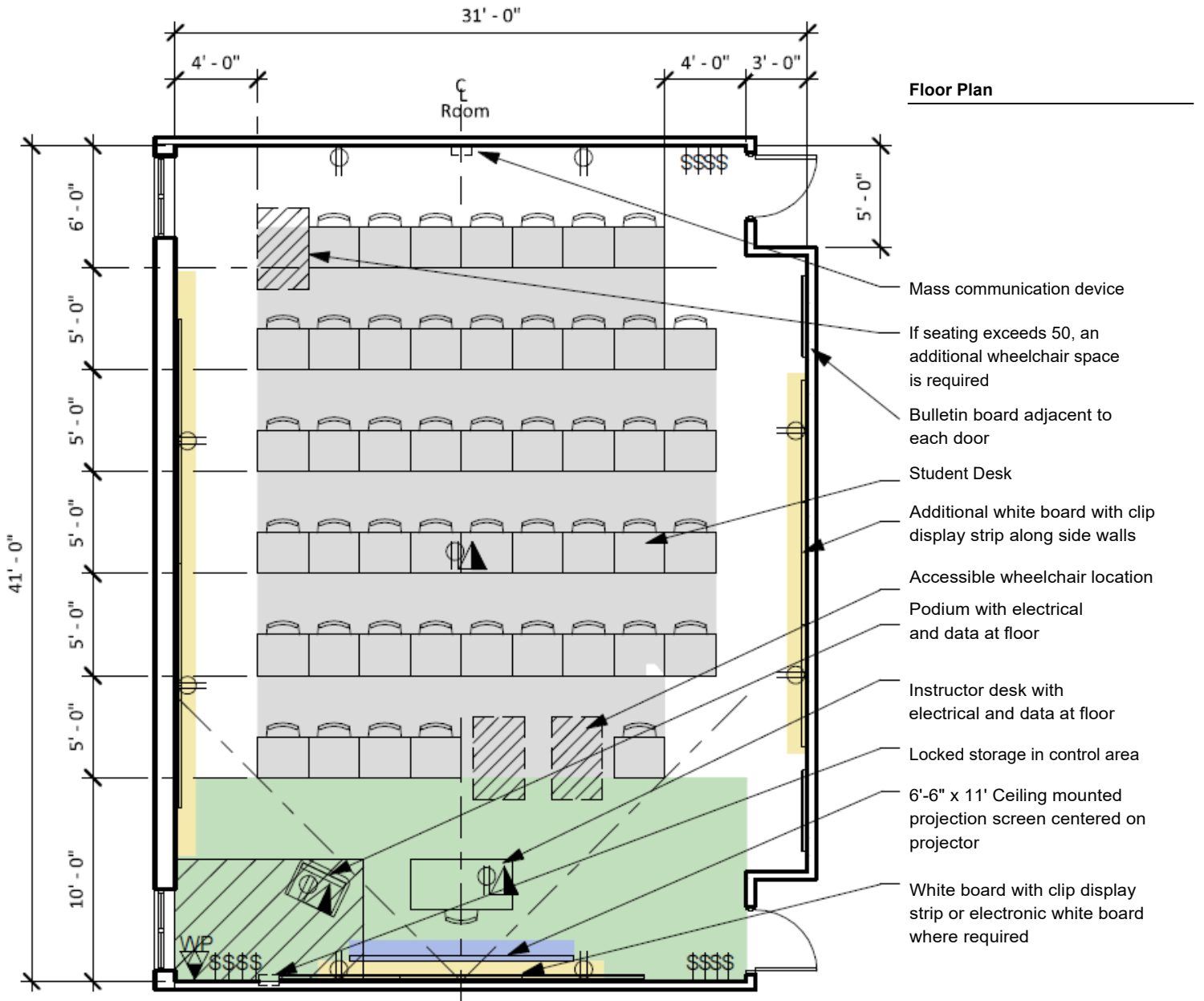
Sightlines	Classroom instructors shall have clear lines of sight to all students. Students shall have clear and unobstructed lines of sight to the projection screen and to the white boards.
Signage	Refer to the Design Guidelines for signage requirements.
Accessibility	Provide at least two accessible wheel chair locations together with adjacent companion seats. Audio/ visual devices shall be provided as required.
Furnishings/Contents	<p>Furnishings should include non-fixed tables and chairs, a mobile instructors table and a table top podium.</p> <p>Furniture frame and upholstery shall be no lighter than pencil graphite.</p>
Other	<p>Porcelain enamel white boards shall be provided in all classrooms. White boards shall have an aluminum frame and chalk rail and a clip display strip. Provide a lockage storage compartment (12" x 12" x 4") in the wall at the instructor control area.</p>
Remarks:	<p>See Design Guidelines for other illumination, acoustical, and finish considerations.</p> <p>Boards may not be cleaned between classes, so dual purpose projection/ white boards may not work.</p> <p>A "high-tech" version of classroom will require interfacing screen and podium.</p>



Space type/Capacity	<b>Classroom 30 - 50 students</b>
Room dimensions	31'-0" x 41'-0" (1,271 SF)
Ceiling height	10'-6" recommended
Lighting	<p>Provide general ambient lighting via lay-in 2x4 light fixtures With dual switching for energy conservation.</p> <p>Provide lighting in four zones:</p> <ul style="list-style-type: none"> <li>A) Classroom area – fixtures to be wired for variable switching to allow 50 percent of the lights to be off at a time.</li> <li>B) Instructor area – fixture shall be switched separately and shall illuminate instructors work surface. Fixture may be dimmable.</li> <li>C) Projection area – Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>D) Writing area – Writing area to be illuminated</li> </ul> <p>Switches for lights should be provided in the control area and at the primary entry door.</p>
Power	<p>Provide 120v power along wall for general purpose student use. A single floor outlet in Classroom area should be provided for seminar.</p> <p>Power should be provided at the floor at the table and at the podium.</p>
Data	<p>A single floor outlet in the Classroom area should be provided for seminar.</p> <p>Data should be provided at the floor at the instructors table and at the podium and include a network connection to the projector.</p>
Audio/Visual	<p>A/V devices shall include a ceiling mounted projector and projection screen. The projector shall be mounted in a secure, theft resistant bracket</p> <p>Speakers shall be provided in the ceiling.</p>
Security	<p>Classroom door shall be lockable with thumb turn on the interior to create a safe haven.</p> <p>A mass communication device should be provided in each classroom.</p>
Natural lighting	<p>Natural lighting should be provided in the classroom, but black out shades should be provided to control room lighting. The arrangement of the classroom should take into consideration lighting at the writing area.</p>
Finishes	<p>The following finishes should be provided:</p> <ul style="list-style-type: none"> <li>Floor: Vinyl composition tile</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	<p>Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel shall be provided in the door. Doors that are required to swing out should be recessed into the classroom.</p>
Acoustics	<p>Acoustically insulated partitions should be provided between classrooms along with acoustical ceiling tile products to achieve the minimum sound transmission class (STC) of 50.</p> <p>Noise criteria (NC) shall be 35 for classrooms.</p>



Sightlines	Classroom instructors shall have clear lines of sight to all students. Students shall have clear and unobstructed lines of sight to the projection screen and to the white boards.
Signage	Refer to the Design Guidelines for signage requirements.
Furnishings/Contents	<p>Furnishing options include tablet arms, two person tables, loose chairs and trapezoidal tables.</p> <p>A mobile instructors table and a podium shall be included.</p> <p>Furniture frame and upholstery shall be no lighter than pencil graphite.</p>
Accessibility	Provide at least two accessible wheelchair locations together with adjacent companion seats. If space capacity exceeds 50 student desks, an additional wheelchair space is required. Audio/ visual devices shall be provided as required.
Other	<p>Porcelain enamel white boards shall be provided in all classrooms. White boards shall have an aluminum frame and chalk rail and a clip display strip.</p> <p>Provide a lockage storage compartment (12" x 12" x 4") in the wall at the instructor control area or in the podium.</p>
Remarks:	<p>See Design Guidelines for other illumination, acoustical, and finish considerations.</p> <p>Boards may not be cleaned between classes, so dual purpose projection/ white boards may not work.</p> <p>A "high-tech" version of classroom will require interfacing screen and podium.</p>



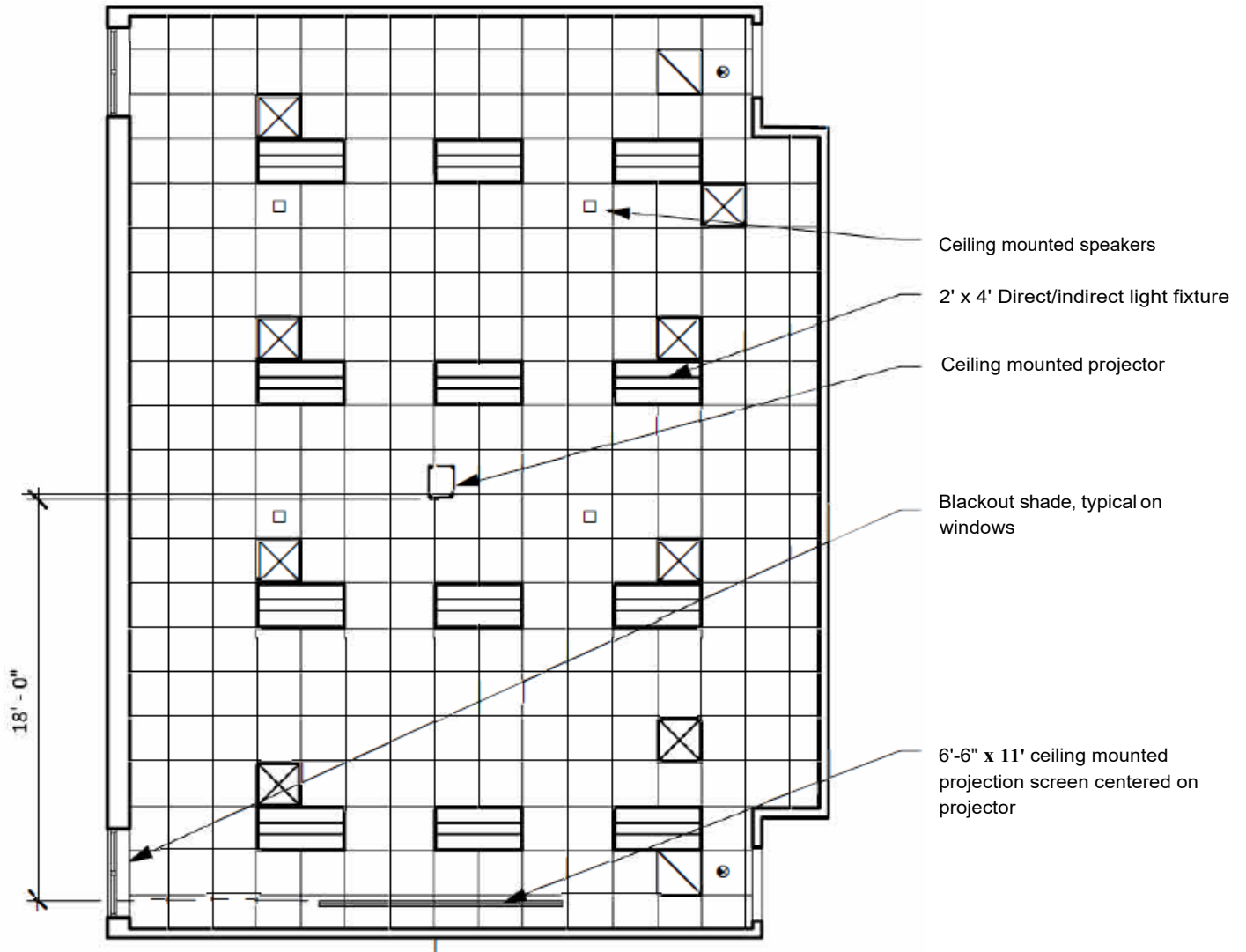
**Legend**

	Voice / Data outlet
	Electrical outlet
	Wall Phone
	Switch
	Exit sign
	Control Zone
	Classroom/Seating Area
	Instructor Area
	Writing Area
	Projection Area











Classroom Standards 30 to 50 (Plan)



**Reflected Ceiling Plan**



**Legend**

-  Voice / Data outlet
-  Electrical outlet
-  Wall Phone
-  Switch
-  Exit sign
-  Control Zone
-  Classroom/Seating Area
-  Instructor Area
-  Writing Area
-  Projection Area

**Classroom Standards 30 to 50 (RCP)**

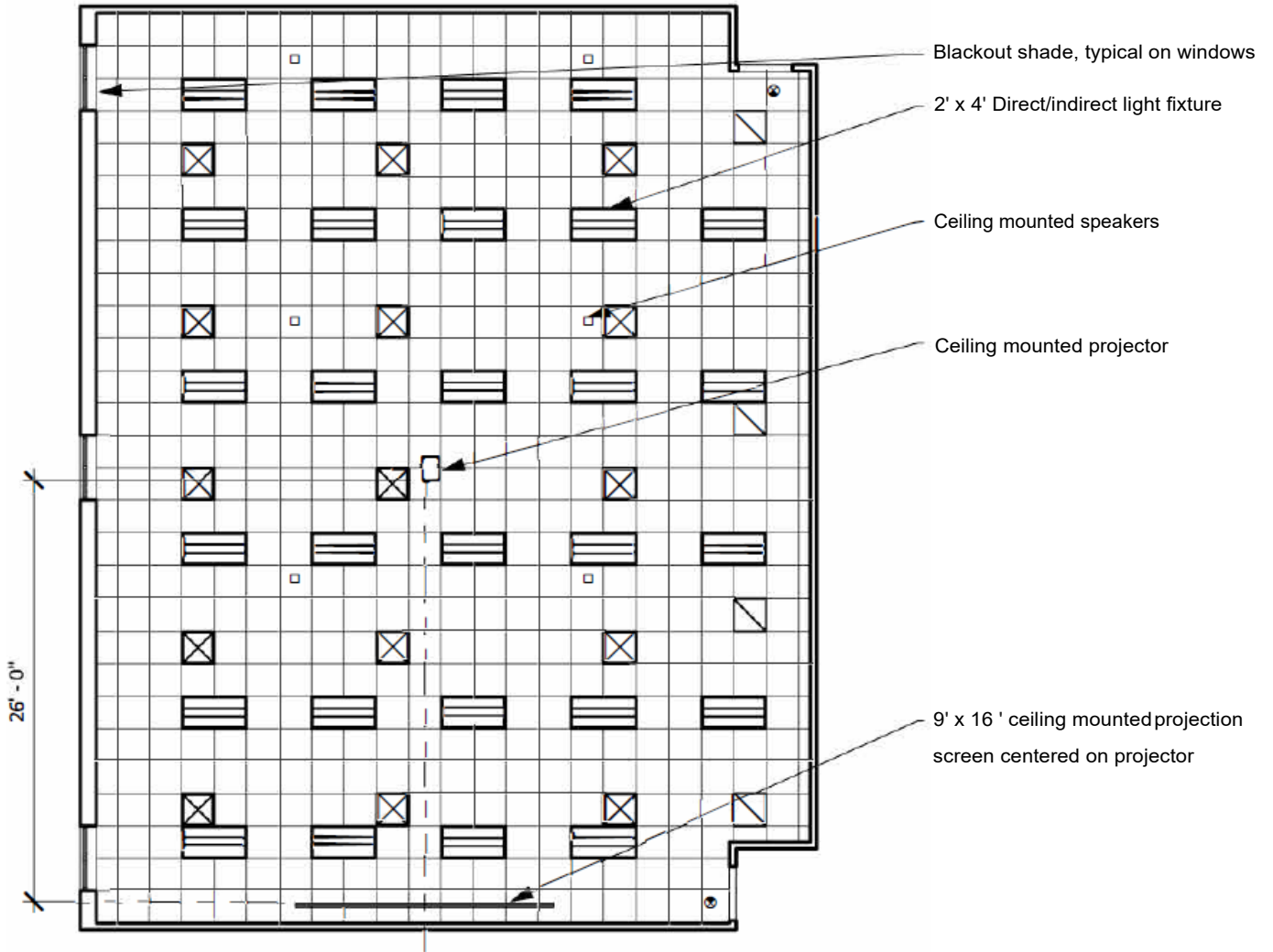


Space type/Capacity	<b>Classroom 50 - 100 students</b>
Room dimensions	44'-0" x 56'-0" (2,464 SF)
Ceiling height	13'-0" recommended
Lighting	<p>Provide general ambient lighting via lay-in 2x4 light fixtures With dual switching for energy conservation.</p> <p>Provide lighting in four zones:</p> <ul style="list-style-type: none"> <li>A) Classroom area – fixtures to be wired for variable switching to allow 50 percent of the lights to be off at a time.</li> <li>B) Instructor area – fixture shall be switched separately and shall illuminate instructors work surface. Fixture may be dimmable.</li> <li>C) Projection area – Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>D) Writing area – Writing area to be illuminated</li> </ul> <p>Switches for lights should be provided in the control area and at the primary entry doors.</p>
Power	<p>Provide 120v power along wall for general purpose student use. A single floor outlet in Classroom area should be provided for seminar.</p> <p>Power should be provided at the floor at the instructors table and at the podium.</p>
Data	Data should be provided at the floor at the instructors table and at the podium and include a network connection to the projector.
Audio/Visual	<p>A/V devices shall include a ceiling mounted projector and a manually operated projection screen. The projector shall be mounted in a secure, theft resistant bracket.</p> <p>Provide ceiling mounted speakers. Microphones should also be provided.</p>
Security	<p>Classroom door shall be lockable with thumb turn on the interior to create a safe haven.</p> <p>A mass communication device should be provided in each classroom.</p>
Natural lighting	Natural lighting should be provided in the classroom, but black out shades should be provided to control room lighting. The arrangement of the classroom should take into consideration lighting at the writing area.
Finishes	<p>The following finishes should be provided:</p> <ul style="list-style-type: none"> <li>Floor: Carpet tile</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted and acoustical panels as required to achieve noise criteria.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel shall be provided in the door. Doors that are required to swing out should be recessed into the classroom and panic devices shall be provided as required.
Acoustics	<p>Acoustically insulated partitions should be provided between classrooms along with acoustical ceiling tile products to achieve the minimum sound transmission class (STC) of 55.</p> <p>Noise criteria (NC) shall be 35 for classrooms. Additional acoustical wall</p>











	treatment may be required to meet this criterion.
Sightlines	Classroom instructors shall have clear lines of sight to all students. Students shall have clear and unobstructed lines of sight to the projection screen and to the white boards.
Signage	Refer to the Design Guidelines for signage requirements.
Furnishings/Contents	Furnishings should include non-fixed tables and chairs for seating up to 80; fixed tables and chairs may be provided when capacity exceeds 80. A mobile instructors table and a podium should be provided. Furniture frame and upholstery shall be no lighter than pencil graphite.
Accessibility	Provide at least four accessible wheelchair locations arranged in pairs with adjacent companion seats. Audio/ visual devices shall be provided as required.
Other	Porcelain enamel white boards shall be provided in all classrooms. White boards shall have an aluminum frame and chalk rail and a clip display strip. Provide a lockage storage compartment (12" x 12" x 4") in the wall at the instructor control area or in the podium.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations. Boards may not be cleaned between classes, so dual purpose projection/white boards may not work.



**Reflected Ceiling Plan**



**Legend**

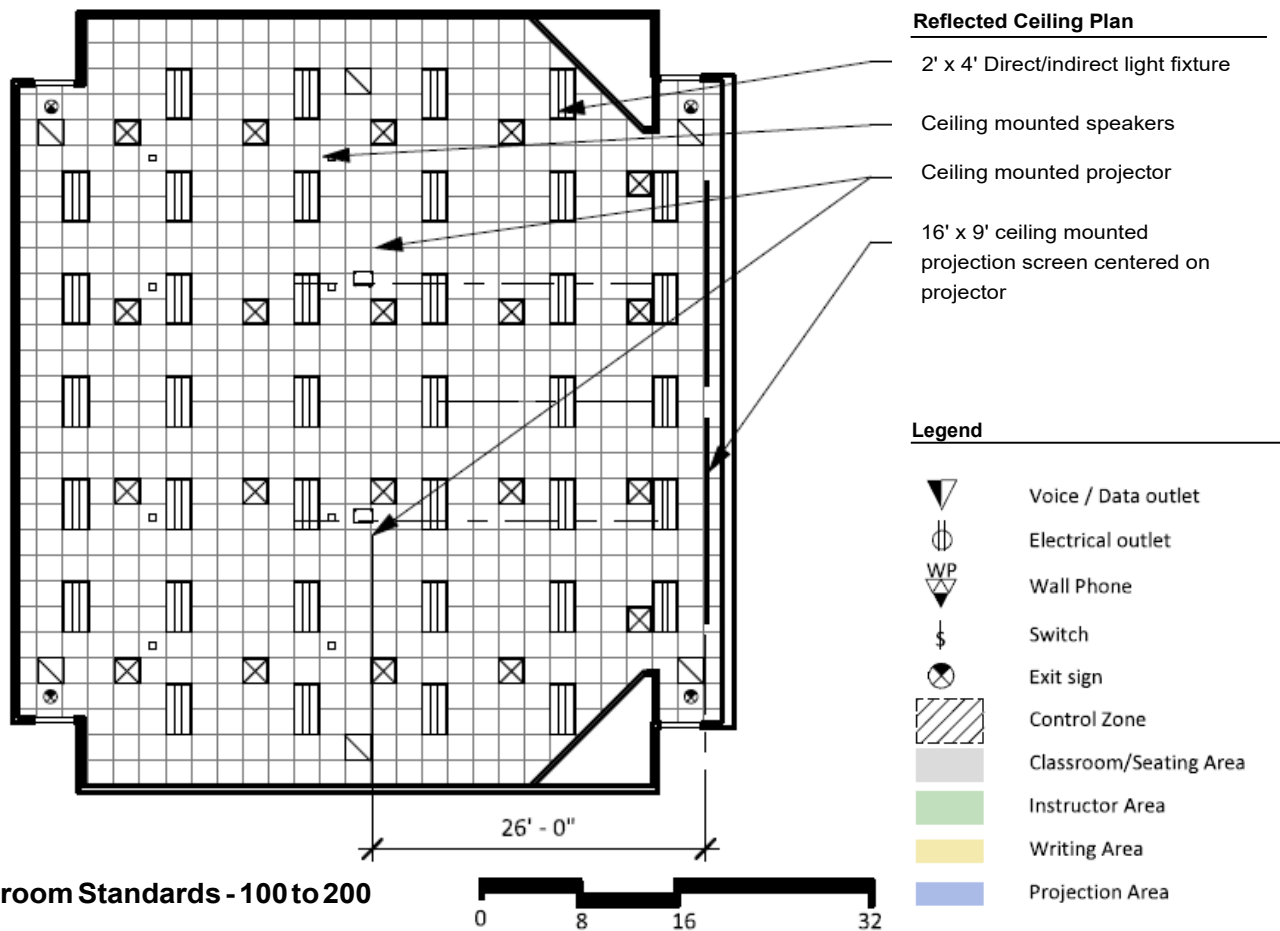
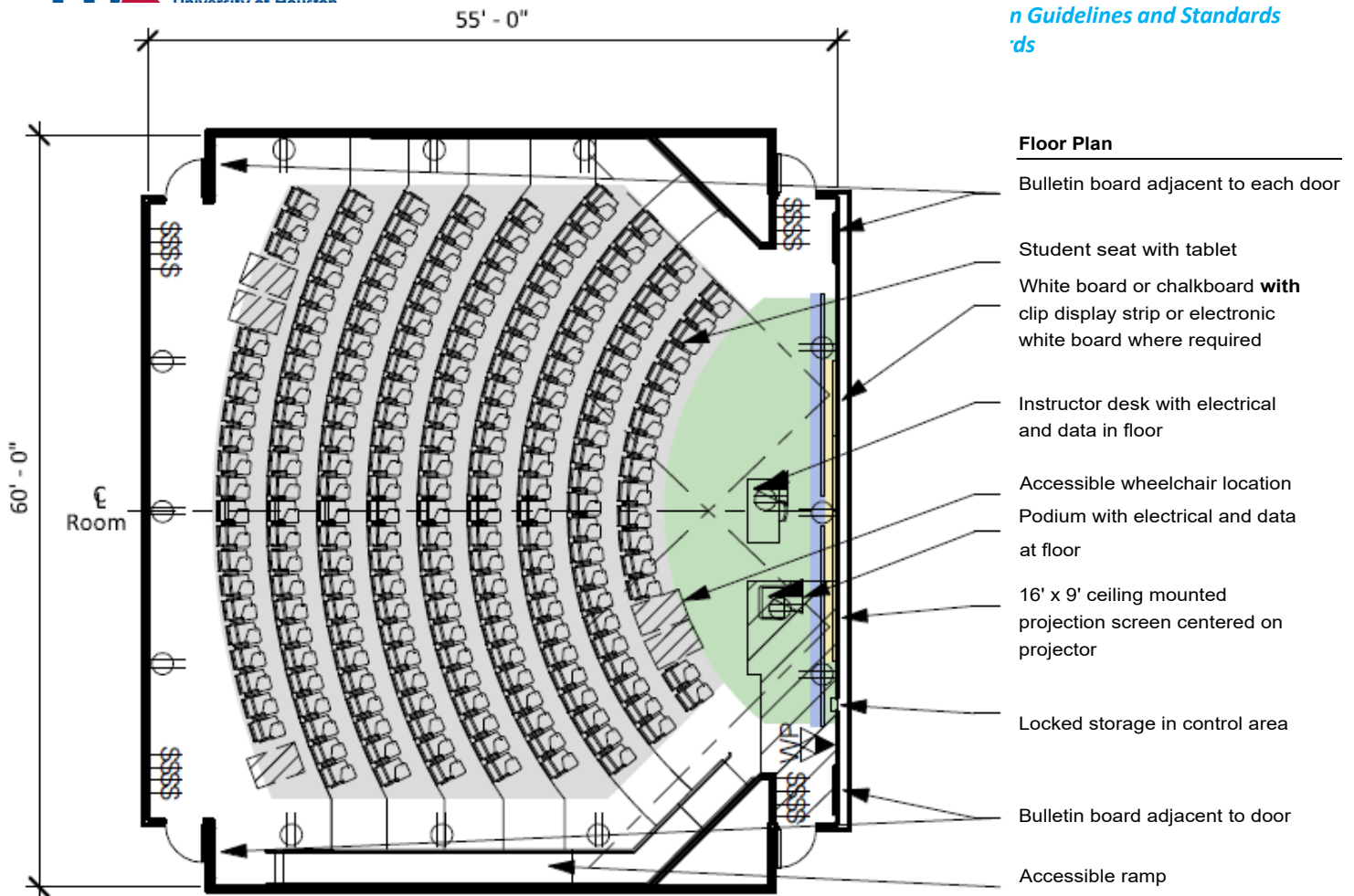
-  Voice / Data outlet
-  Electrical outlet
-  Wall Phone
-  Switch
-  Exit sign
-  Control Zone
-  Classroom/Seating Area
-  Instructor Area
-  Writing Area
-  Projection Area



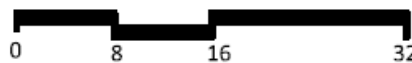
Space type/Capacity	Classroom 100 - 200 students
Room dimensions	55'-0" x 60'-0" (3,300 SF)
Ceiling height	13'-0" recommended (from instructor area)
Lighting	<p>Provide general ambient lighting via lay-in 2x4 light fixtures With dual switching for energy conservation.</p> <p>Provide lighting in four zones:</p> <ul style="list-style-type: none"> <li>A) Classroom area – fixtures to be wired for variable switching to allow 50 percent of the lights to be off at a time.</li> <li>B) Instructor area – fixtures shall be switched separately and shall illuminate instructors work surface. Fixture may be dimmable.</li> <li>C) Projection area – Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>D) Writing area – Writing area to be illuminated</li> </ul> <p>Switches for lights should be provided in the control area and at the primary entry doors.</p>
Power	<p>Provide 120v power along wall for general purpose student use.</p> <p>Power should be provided at the floor at the instructors table and at the podium.</p>
Data	Data should be provided at the floor at the instructors table and at the podium and include a network connection to the projector.
Audio/Visual	<p>A/V devices shall include two (2) ceiling mounted projectors and two (2) motorized projection screens. The projectors shall be mounted in secure, theft resistant brackets.</p> <p>Provide ceiling mounted speakers. Microphones should also be provided.</p>
Security	<p>Classroom door shall be lockable with thumb turn on the interior to create a safe haven.</p> <p>A mass communication device should be provided in each classroom.</p>
Natural lighting	Natural lighting should be provided in the classroom, but black out shades should be provided to control room lighting. The arrangement of the classroom should take into consideration lighting at the writing area.
Finishes	<p>The following finishes should be provided:</p> <ul style="list-style-type: none"> <li>Floor: Carpet tile.</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted and acoustical panels as required to achieve noise criteria.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel shall be provided in the door. Doors that are required to swing out should be recessed into the classroom and panic devices shall be provided as required.
Acoustics	<p>Acoustically insulated partitions should be provided between classrooms along with acoustical ceiling tile products to achieve the minimum sound transmission class (STC) of 55.</p> <p>Noise criteria (NC) shall be 30 for auditoriums. Additional acoustical wall treatment will be required to meet this criterion.</p>



Sightlines	Classroom instructors shall have clear lines of sight to all students. Students shall have clear and unobstructed lines of sight to the projection screen and to the white boards.
Signage	Refer to the Design Guidelines for signage requirements.
Furnishings/Contents	<p>Furnishings should include fixed, tablet arm auditorium seating, a mobile instructors table and a podium.</p> <p>Furniture frame and upholstery shall be no lighter than pencil graphite.</p>
Accessibility	<p>Provide at least five accessible wheelchair locations arranged in pairs with adjacent companion seats; at least one seat should be located on an aisle.</p> <p>Audio/ visual devices shall be provided as required.</p>
Other	<p>Porcelain enamel white boards shall be provided in all classrooms. White boards shall have an aluminum frame and chalk rail and a clip display strip.</p> <p>Provide a lockage storage compartment (12" x 12" x 4") in the wall at the instructor control area or in the podium.</p>
Remarks:	<p>See Design Guidelines for other illumination, acoustical, and finish considerations.</p> <p>Boards may not be cleaned between classes, so dual purpose projection/ white boards may not work.</p> <p>A "high-tech" version of classroom will require interfacing screen and podium.</p>



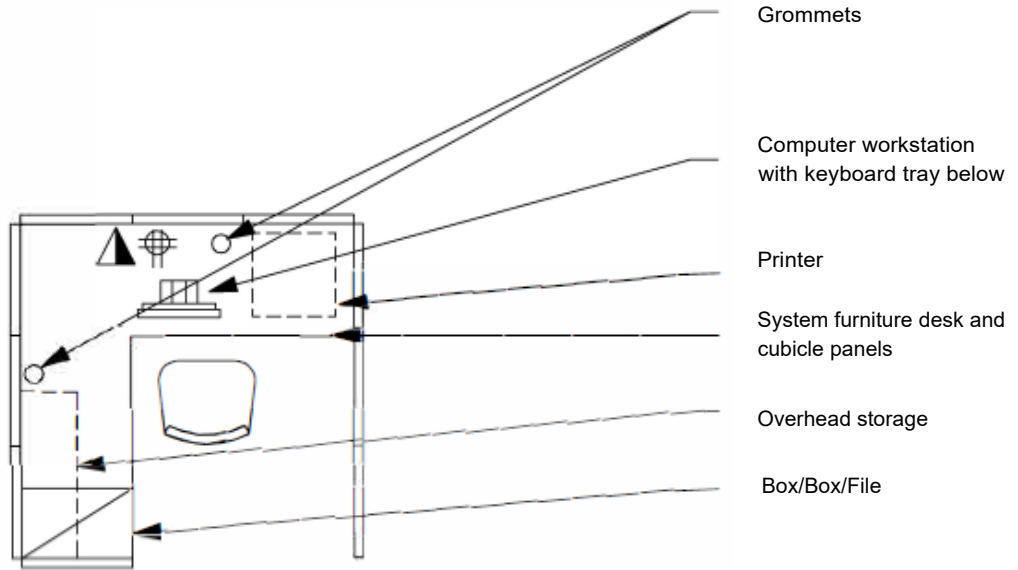
Classroom Standards - 100 to 200



Space type	<b>Office 6x6 Cubicle</b>
Capacity	1
Room dimensions	6'-0" x 6'-0" (36 SF)
Ceiling height	9'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Where possible arrange cubicles and /or light fixtures so that light is not blocked by panels, creating a shadow on the work surface. Panel height may render motion sensors ineffective – dual switching may be used.
Power	Provide quadplex electrical outlet at desk for computer and printer.
Data	Provide a data connection at the desk for the computer and printer.
Audio/Visual	
Security	Provide a locking pedestal unit for personal items. (See Plan)
Natural lighting	
Finishes	Panel finishes may be fabric, glass, or any other manufacturer standard finish. Note that carpet is a common and compatible floor surface for panelsystems.
Doors	
Acoustics	
Signage	
Furnishings/Contents	Furnishings should include a fixed table and side return, an office chair and a mobile pedestal storage unit. (See Plan) Provide overhead flipper door storage if panel height allows.
Other	Room electrical and data outlets shall be located in walls. Floor outlets are discouraged.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.








**Floor Plan**

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**Legend**

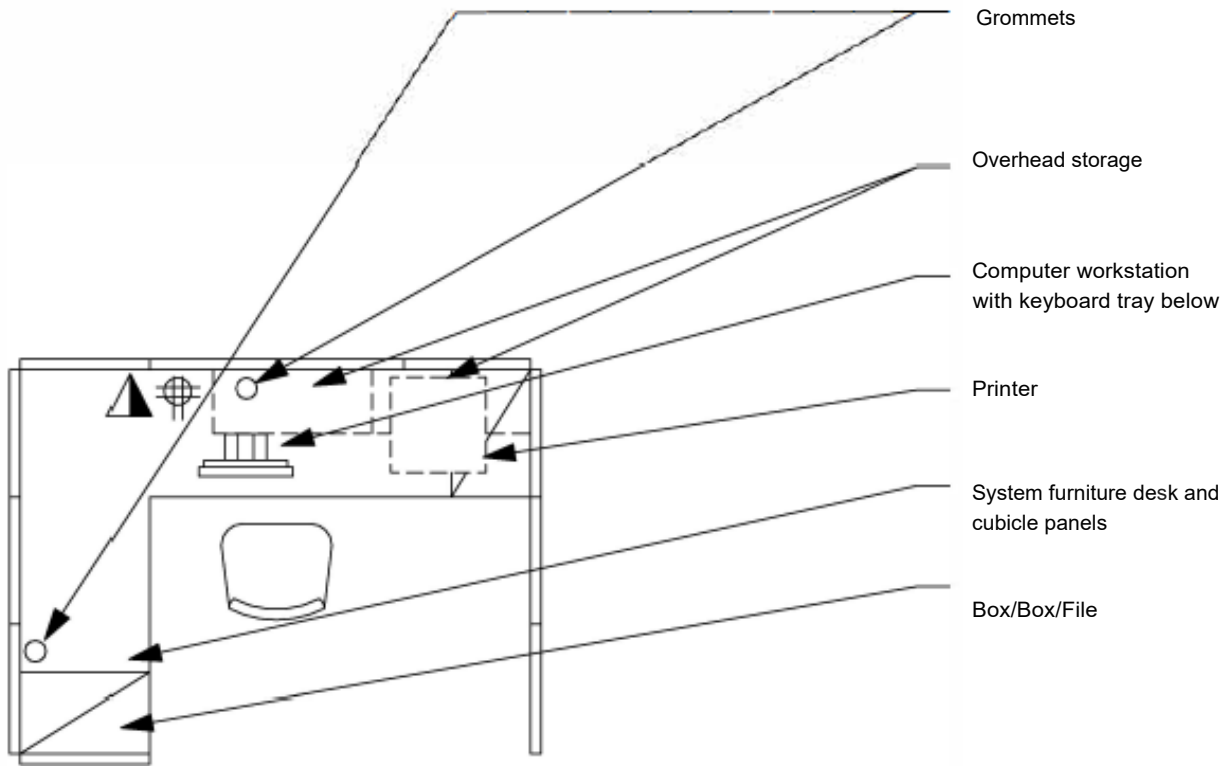
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-  Voice / Data outlet
-  Electrical Quadplex outlet
-  Electrical Duplex outlet
-  Switch
-  FAS Fire alarm strobe
-  Supply air grill
-  Return air grill










Space type	Office 6x8 Cubicle
Capacity	1
Room dimensions	6'-0" x 8'-0" (48 SF)
Ceiling height	9'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Where possible arrange cubicles and /or light fixtures so that light is not blocked by panels, creating a shadow on the work surface. Panel height may render motion sensors ineffective – dual switching may be used.
Power	Provide quadplex electrical outlet at desk for computer and printer.
Data	Provide a data connection at the desk for the computer and printer.
Audio/Visual	
Security	Provide a locking pedestal unit for personal items. (See Plan)
Natural lighting	
Finishes	Panel finishes may be fabric, glass, or any other manufacturer standard finish. Note that carpet is a common and compatible floor surface for panelsystems.
Doors	
Acoustics	
Signage	
Furnishings/Contents	Furnishings should include a fixed table and side return, an office chair and a mobile pedestal storage unit. (See Plan) Provide overhead flipper door storage if panel height allows.
Other	Room electrical and data outlets shall be located in walls. Floor outlets are discouraged.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.

**Floor Plan**



**Legend**

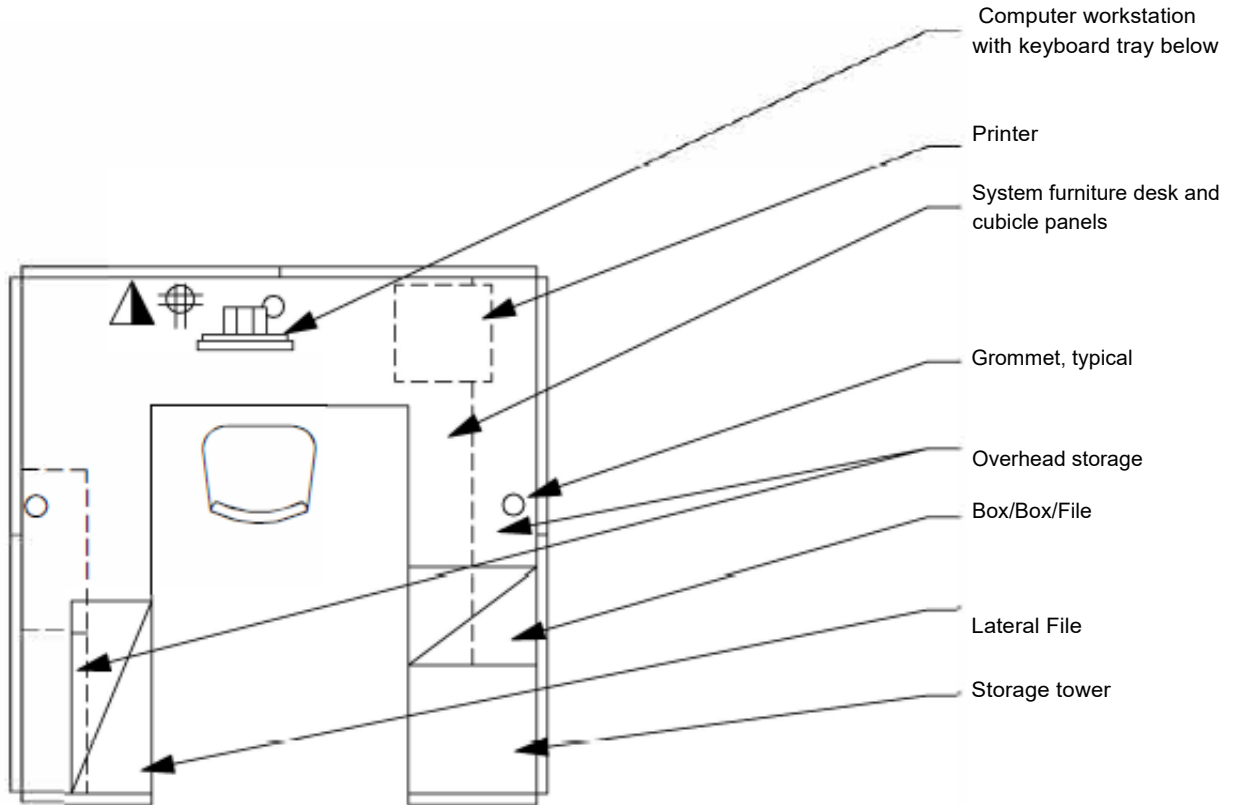
-  Voice / Data outlet
-  Electrical Quadplex outlet
-  Electrical Duplex outlet
-  Switch
-  Fire alarm strobe
-  Supply air grill
-  Return air grill



Space type	<b>Office 8x8 Cubicle</b>
Capacity	1
Room dimensions	8'-0" x 8'-0" (64 SF)
Ceiling height	9' -0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Where possible arrange cubicles and /or light fixtures so that light is not blocked by panels, creating a shadow on the work surface. Panel height may render motion sensors ineffective - dual switching may be used.
Power	Provide quadplex electrical outlet at desk for computer and printer.
Data	Provide a data connection at the desk for the computer and printer.
Audio/Visual	
Security	Provide a locking pedestal unit for personal items. (See Plan)
Natural lighting	
Finishes	Panel finishes may be fabric, glass, or any other manufacturer standard finish. Note that carpet is a common and compatible floor surface for panel systems.
Doors	
Acoustics	
Signage	
Furnishings/Contents	Furnishings should include a fixed table and side return, an office chair and a mobile pedestal storage unit. (See Plan) Provide overhead flipper door storage if panel height allows.
Other	Room electrical and data outlets shall be located in walls. Floor outlets are discouraged.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.








**Floor Plan**

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**Legend**

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-  Voice / Data outlet
-  Electrical Quadplex outlet
-  Electrical Duplex outlet
-  Switch
-  Fire alarm strobe
-  Supply air grill
-  Return air grill

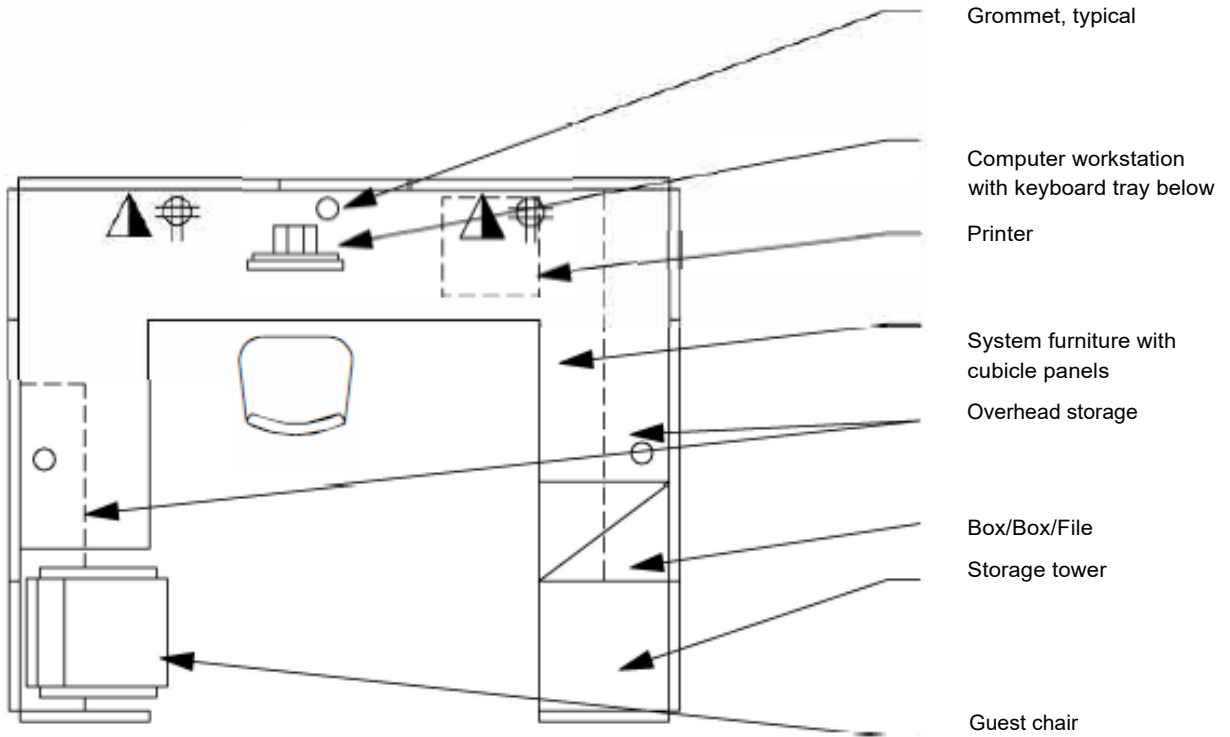


**Office Standards 8x8 Cubicle**










Space type	<b>Office 8x10 Cubicle</b>
Capacity	1
Room dimensions	8' -0" x 10' -0" (80SF)
Ceiling height	9' -0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Where possible arrange cubicles and /or light fixtures so that light is not blocked by panels, creating a shadow on the work surface. Panel height may render motion sensors ineffective - dual switching may be used.
Power	Provide quadplex electrical outlet at desk for computer and printer.
Data	Provide a data connection at the desk for the computer and printer.
Audio/Visual	
Security	Provide a locking pedestal unit for personal items. (See Plan)
Natural lighting	
Finishes	Panel finishes may be fabric, glass, or any other manufacturer standard finish. Note that carpet is a common and compatible floor surface for panel systems.
Doors	
Acoustics	
Signage	
Furnishings/Contents	Furnishings should include a fixed table and side return, an Office chair and a mobile pedestal storage unit. (See Plan) Provide overhead flipper door storage if panel height allows .
Other	Room electrical and data outlets shall be located in walls. Floor outlets are discouraged.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.

**Floor Plan**

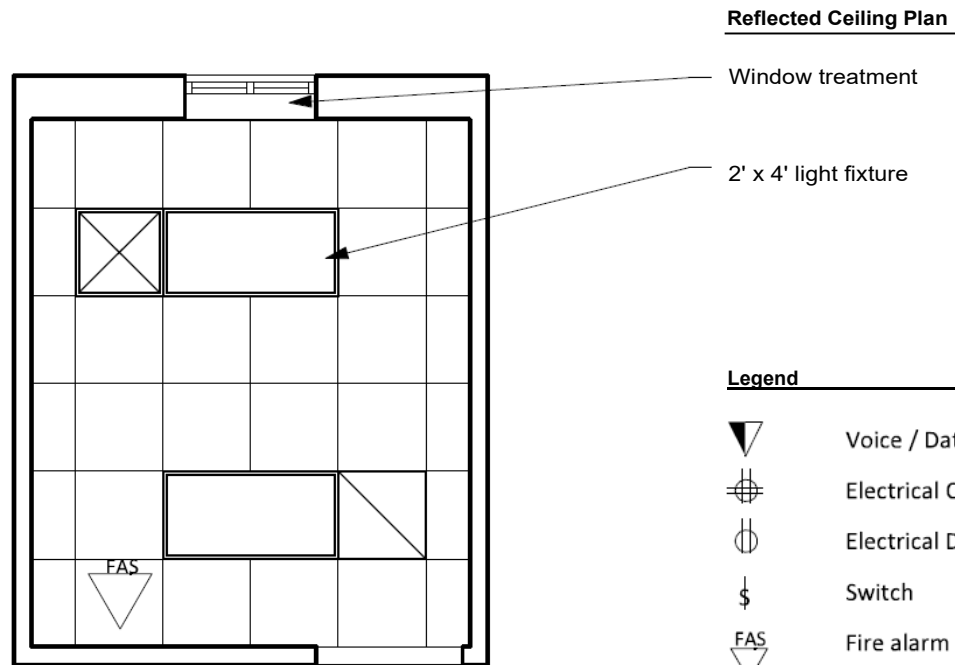
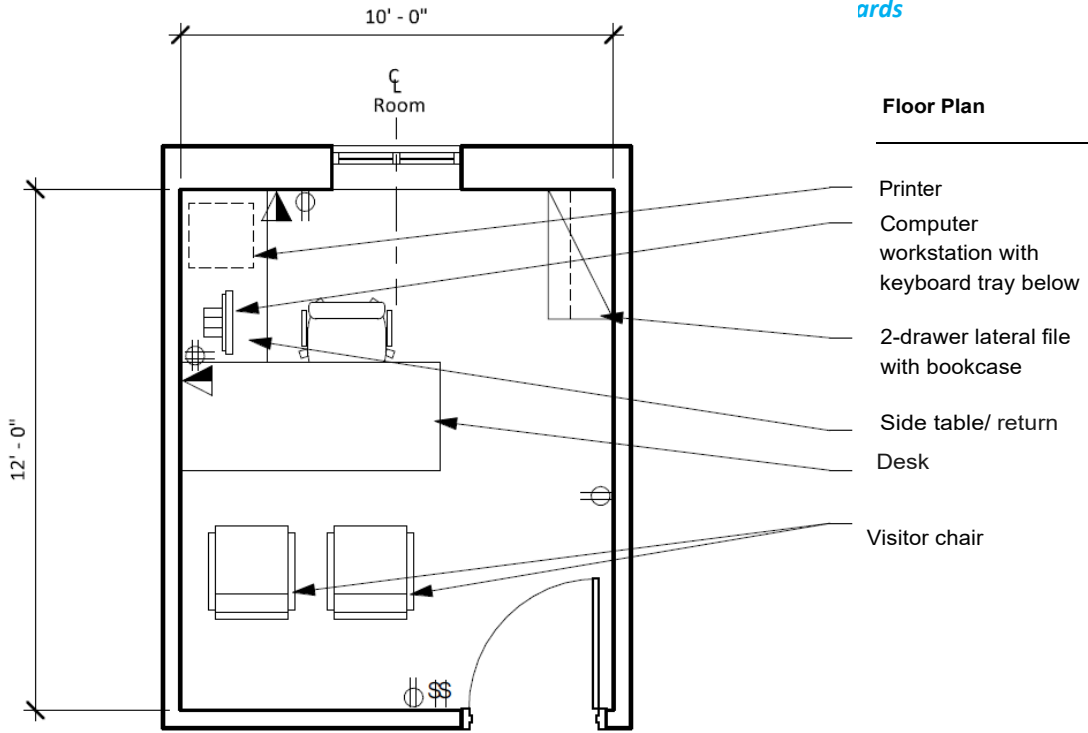


**Legend**

-  Voice / Data outlet
-  Electrical Quadplex outlet
-  Electrical Duplex outlet
-  Switch
-  Fire alarm strobe
-  Supply air grill
-  Return air grill



Space type	<b>Office 120 SF Private</b>	neral ambient lighting via lay-in 2x4 light fixtures. Li
Capacity	1	
Room dimensions	10'-0" x 12'-0"(120 SF)	
Ceiling height	9' -0" recommended	
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Lighting shall be on motion sensors rather than dual switching Locate switches at the latch side of the door.	
Power	Provide quadplex electrical receptacle at desk for computer and printer. Provide an additional duplex electrical receptacle on one wall for general purpose use.	
Data	Provide a data connection at the desk for the computer and printer.	
Audio/Visual		
Security	Provide an office lockset.	
Natural lighting	Natural lighting should be provided in offices, but shades should be provided to control room lighting.	
Finishes	The following finishes should be provided: Floor: Carpet tile. Base: 4" rubber base with cove. Wall: Painted. Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.	
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door.	
Acoustics	Acoustically insulated partitions should be provided between offices, minimum sound transmission class (STC) of 40. Noise criteria (NC) shall be 35 for offices.	
Signage		
Furnishings/Contents	Furnishings should include a non-fixed desk and side return, a credenza, an office chair, two (2) visitor chairs, and one (1) two-drawer lateral file with a bookcase above.	
Other	Room electrical and data outlets shall be located in walls. Floor outlets are discouraged.	
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations .	

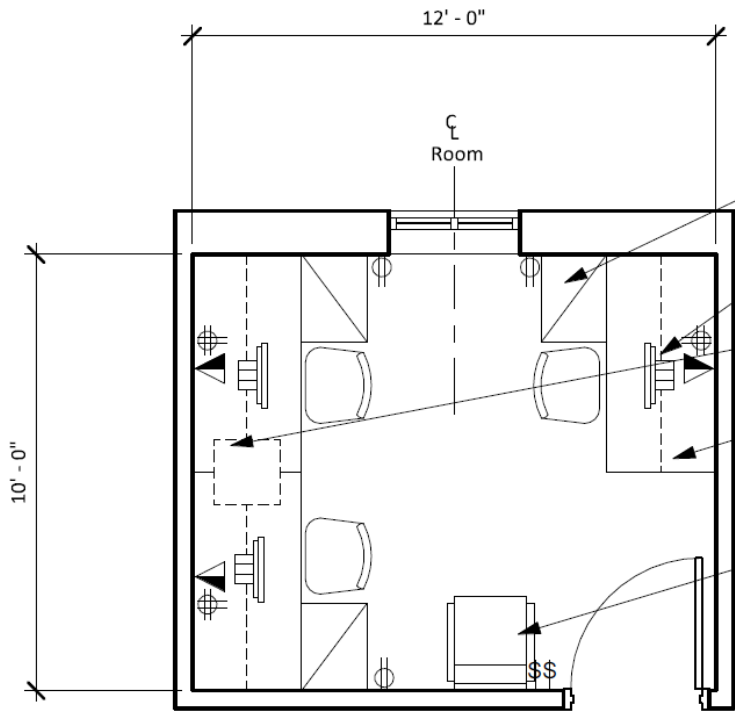


**Legend**

- Voice / Data outlet
- Electrical Quadplex outlet
- Electrical Duplex outlet
- Switch
- Fire alarm strobe
- Supply air grill
- Return air grill



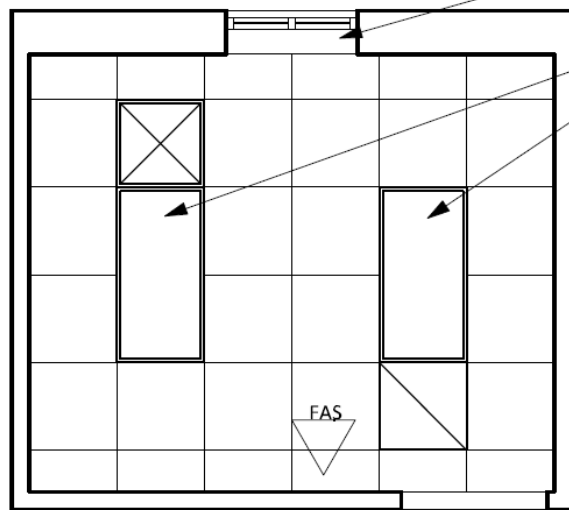
Space type	<b>Office 120 SF Shared</b>
Capacity	3
Room dimensions	10'-0" x 12'-0" (120 SF)
Ceiling height	9'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Lighting shall be on motion sensors rather than dual switching. Locate switches at latch side of door.
Power	Provide duplex electrical receptacle at each desk for computer. Provide a duplex receptacle for a shared printer. Provide an additional duplex electrical receptacle at each wall for general purpose use.
Data	Provide a data connection at each desk for the computer. Provide a data connection for a shared printer.
Audio/Visual	
Security	Provide an office lockset.
Natural lighting	Natural lighting should be provided in offices, but shades should be provided to control room lighting.
Finishes	The following finishes should be provided: Floor: Carpet tile. Base : 4" rubber base with cove. Wall : Paint ed. Ceiling : 2'x 2' acoustical ceiling tile, suspended in grid.
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door.
Acoustics	Acoustically insulated partitions should be provided between offices, minimum sound transmission class (STC) of 40. Noise criteria (NC) shall be 35 for offices.
Signage	
Furnishings/ Contents	Furnishings should include three (3) non-fixed desk and three (3) side returns, three (3) office chairs, one (1) visitor chair, and three (3) box/box/file cabinets, and overhead storage at each desk.
Other	Room electrical and data outlets shall be located in walls. Floor outlets are discouraged.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.



**Floor Plan**








- Side table/ return with Box/Box/File below
- Computer workstation with keyboard tray below, typical
- Shared printer
- Desk with overhead storage, typical
- Visitor chair

**Reflected Ceiling Plan**



- Window treatment
- 2' x 4' light fixture

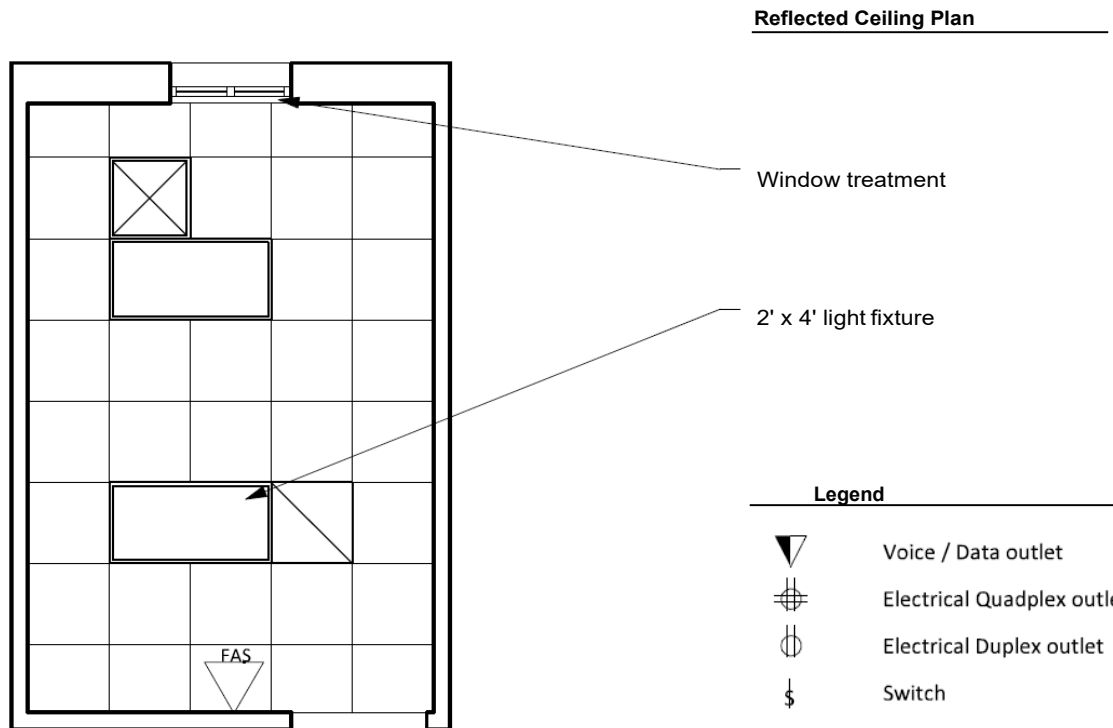
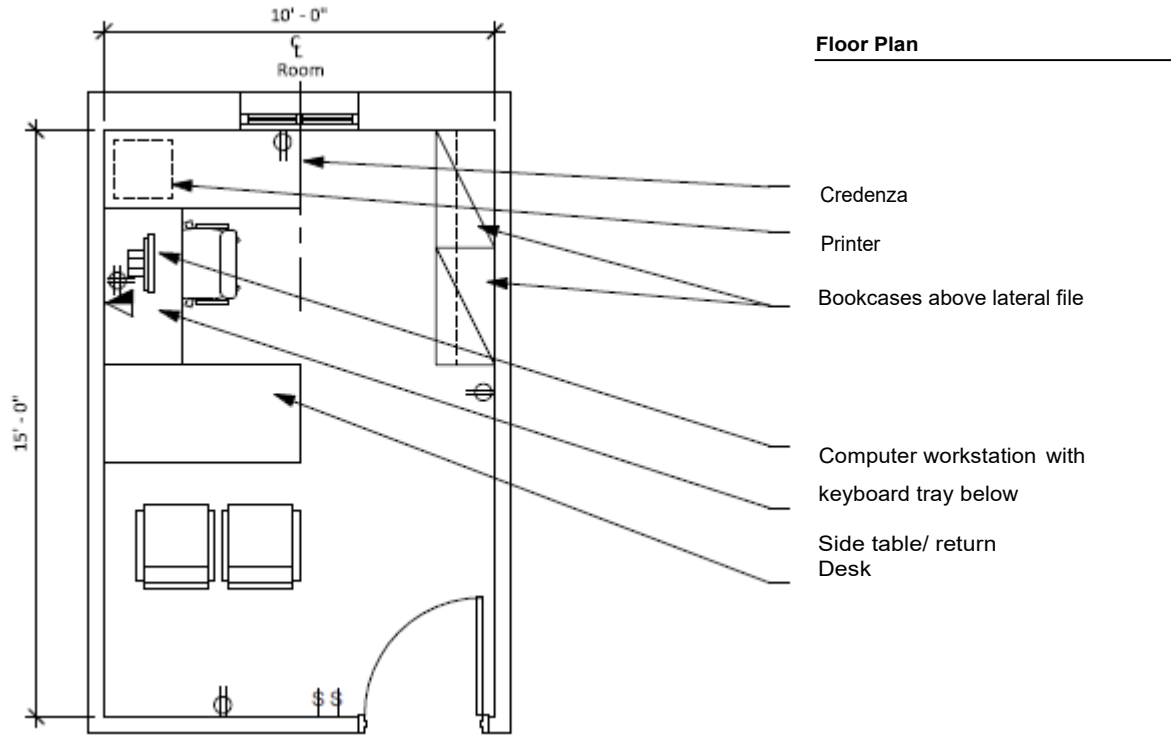
**Legend**

-  Voice / Data outlet
-  Electrical Quadplex outlet
-  Electrical Duplex outlet
-  Switch
-  Fire alarm strobe
-  Supply air grill
-  Return air grill

**Office Standards - 120 SF - Shared**



Space type	<b>Executive Office</b>
Occupancy	Private
Capacity	1
Room dimensions	10'-0" x 15'-0" (150 SF)
Ceiling height	9' -0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Light in g shall be on motion sensors rather than dual switching. Locate switches at the latch side of the door
Power	Provide quadruplex electrical receptacle at desk for computer and printer. Provide an additional duplex electrical receptacle at each wall for general purpose use.
Data	Provide a data connection at the desk for the computer and printer. Provide a data connection for the visitor table.
Audio/Visual	
Security	Provide an office lockset.
Natural lighting	Natural lighting should be provided in offices, but shades should be provided to control room lighting.
Finishes	The following finishes should be provided: Floor: Carpet tile. Base: 4" rubber base with cove. Wall: Painted. Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door.
Acoustics	Acoustically insulated partitions should be provided between offices, minimum sound transmission class (STC) of 50. Noise criteria (NC) shall be 30 for offices.
Signage	
Furnishings/Contents	Furnishings should include a non-fixed desk and side return, a credenza, an office chair, two (2) guest chairs, and two (2) two-drawer lateral files with bookcases above.
Other	
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.



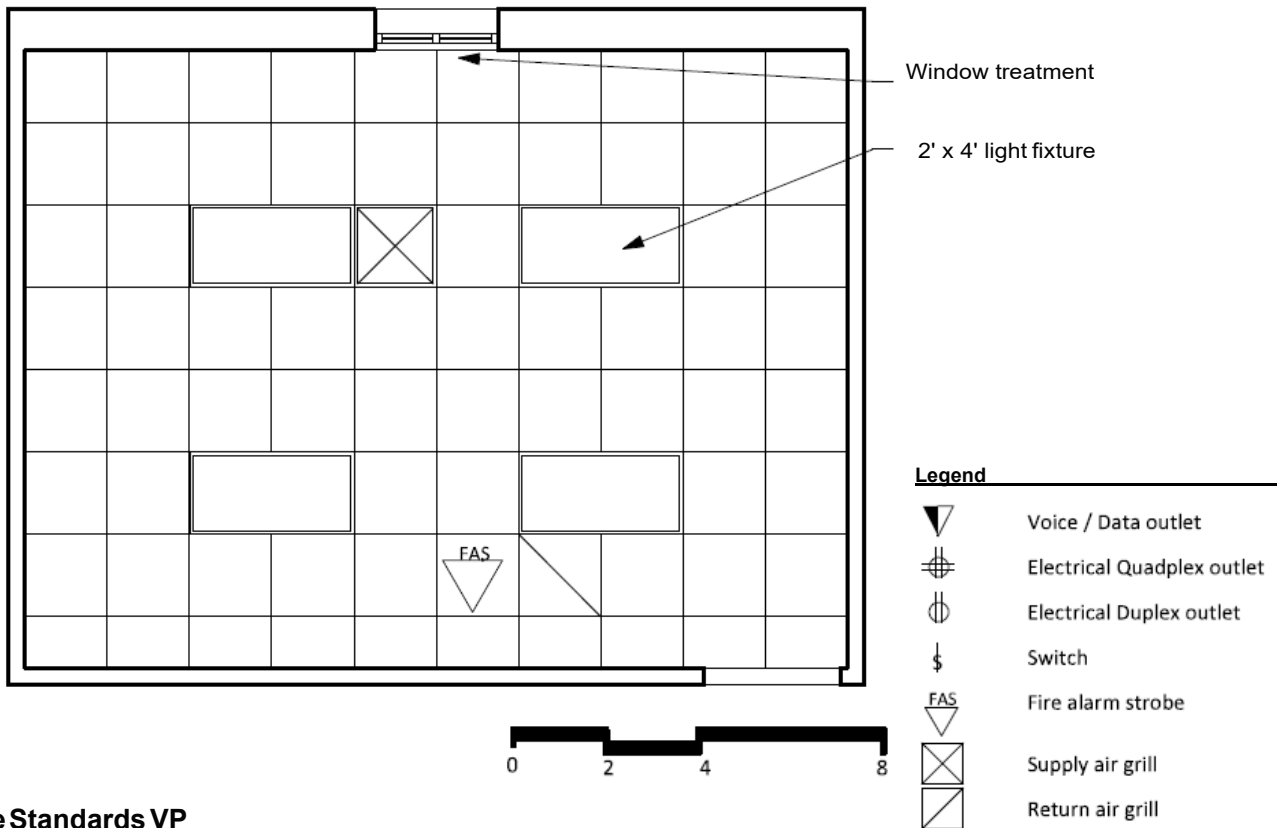
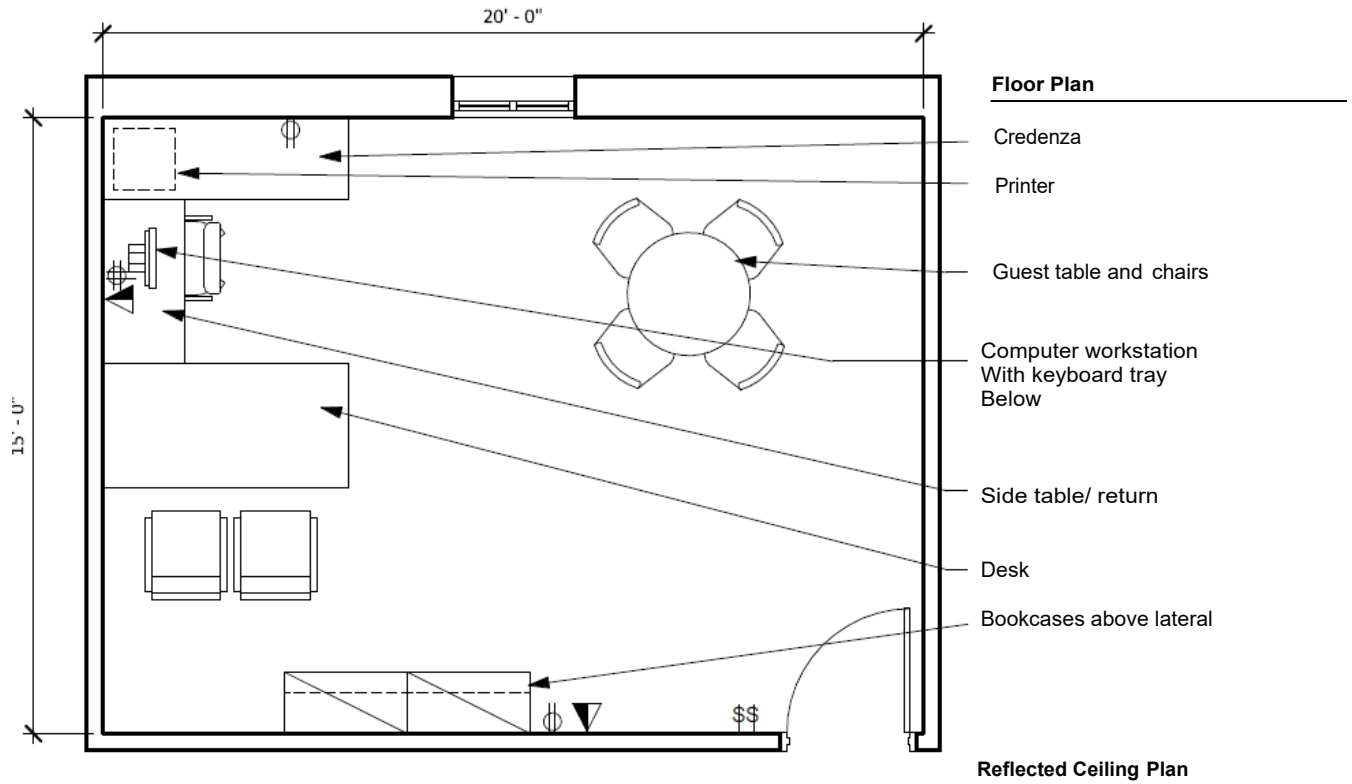
**Legend**

	Voice / Data outlet
	Electrical Quadplex outlet
	Electrical Duplex outlet
	Switch
	Fire alarm strobe
	Supply air grill
	Return air grill





Space type	<b>VP Office</b>
Occupancy	Private
Capacity	1
Room dimensions	15'-0" x 20'-0" (300 SF)
Ceiling height	9' -0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Lighting shall be on motion sensors rather than dual switching. Locate switches at latch side of door.
Power	Provide quadplex electrical receptacle at desk for computer and printer. Provide an additional duplex electrical receptacle at each wall for general purpose use.
Data	Provide a data connection at the desk for the computer and printer. Provide a data connection for the visitor table.
Audio/Visual	
Security	Provide an office lockset.
Natural lighting	Natural lighting should be provided in offices, but shades should be provided to control room lighting.
Finishes	The following finishes should be provided: Floor: Carpet tile. Base : 4" rubber base with cove. Wall: Painted. Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door.
Acoustics	Acoustically insulated partitions should be provided between offices, minimum sound transmission class (STC) of 50. Noise criteria (NC) shall be 30 for offices.
Signage	
Furnishings/Contents	Furnishings should include a non-fixed desk and side return, a credenza, two (2) lateral files with bookshelves above, an office chair, a 30" diameter table and four (4) guest chairs.
Other	
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.



Space type	<b>Teaching Lab</b>
Lab Type	Chemistry (Hood Intensive)
Capacity	24 Typical (an additional 11' module be added to increase capacity to 32 max.)
Room dimensions	55'-0" x 45'-0" (2,475 SF)
Ceiling height	10'-0" recommended
Lighting	<p>Provide general ambient lighting via lay-in 2x4 light fixtures with dual switching for energy conservation.</p> <p>Provide lighting in four zones:</p> <ul style="list-style-type: none"> <li>A) Classroom area – fixtures to be wired for dual switching</li> <li>B) Instructor area – fixture shall be switched separately and shall illuminate instructors work surface. Fixture may be dimmable.</li> <li>C) Projection area – Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>D) Fume Hood Alcoves shall be individually switched.</li> </ul> <p>Switches for lights should be provided in the instructors control area and at the primary entry.</p>
Power	<p>Provide multiple duplex receptacle power on each wall at 12' on center. If benches are located at walls, provide continuous wire mold along wall at 42" a.f.f.</p> <p>Power should be provided at the instructor's table.</p>
Data	<p>Provide a two (2) quadplex receptacles at each lab bench for student use.</p> <p>Data should be provided at the floor at the instructor's table</p>
Audio/Visual	<p>Provide two(2) networked data outlets at each lab bench for student use</p> <p>A/V devices shall include one (1) ceiling mounted projector and projection screen. The screen shall not conceal white board when lowered.</p> <p>Provide ceiling mounted speakers.</p>
Security	<p>Lab doors shall be lockable with thumb turn on the interior to provide a safe haven.</p> <p>A mass communication device should be provided in each lab.</p>
Natural lighting	<p>Natural lighting should be provided in the lab, but shades should be provided to control room lighting. The arrangement of the lab should take into consideration lighting at the writing area.</p>
Finishes	<p>The following finishes should be provided:</p> <ul style="list-style-type: none"> <li>Floor: Diamond-polished concrete.</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	<p>Doors should be solid core wood with plastic laminate or stained birch veneer finish. Vision panels are discouraged in labs in which toxic materials are handled, but if desired, the glass area shall be less than 100 si. Doors shall be recessed into the classroom and swing out. Doors to teaching labs shall be 3'-6" wide.</p>
Acoustics	<p>Acoustically insulated partitions should be provided between labs, minimum sound transmission class (STC) of 50.</p> <p>Noise criteria (NC) shall be 40 for labs.</p>
Sightlines	<p>Classroom instructors shall have clear lines of sight to all students. Students shall have clear and unobstructed lines of sight to the projection screen and to the white boards.</p>

Signage

Furnishings/Contents Furnishings shall include lab stools, mobile lab benches and sinks, fume hoods and a demonstration / instructor table

Provide one (1) lab bench per two (2) students.

Provide one (1) fume hood per two (2) students.

Provide one (1) sink with eye wash station per four (4) students.

Provide emergency shower with eye wash station near room exits.

Accessibility

Provide lab benches and fume hoods to accommodate at least two students in wheelchairs. At least one sink in the lab shall be accessible.

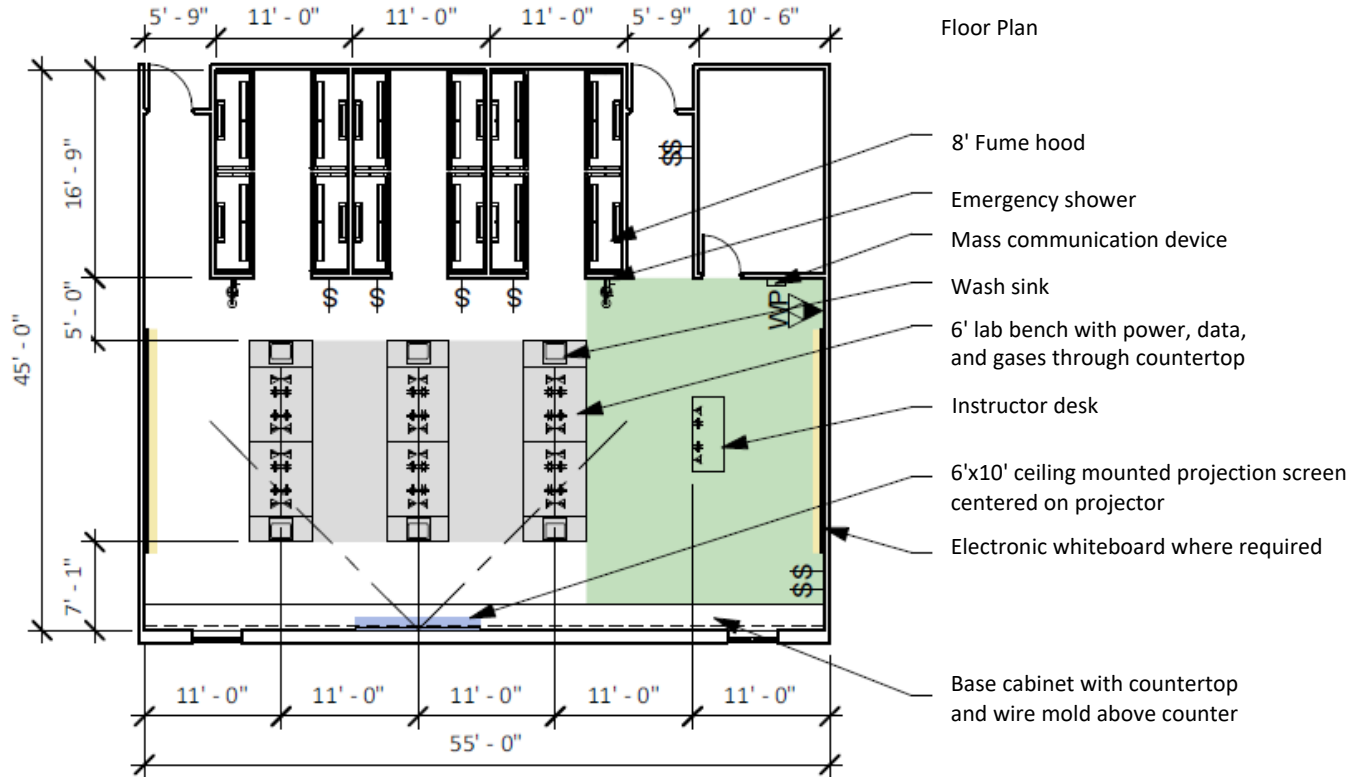
Other

Porcelain enamel white boards shall be provided in all labs. White boards shall have an aluminum frame and chalk rail.

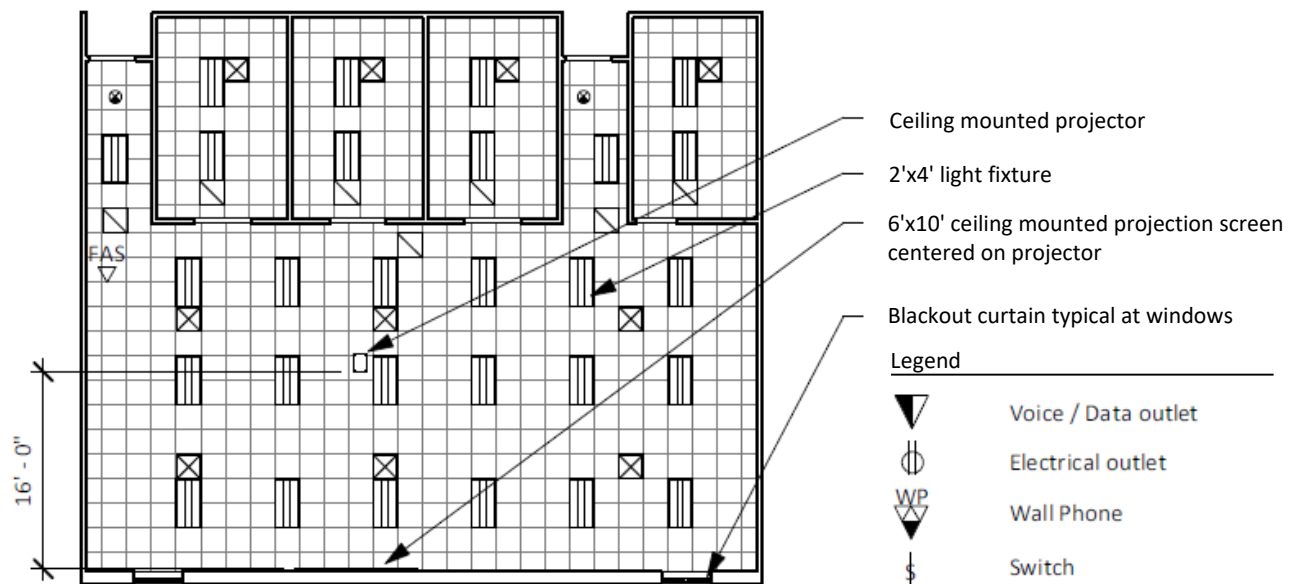
Lab gases shall be provided at the lab bench through the counter.

Remarks











See Design Guidelines for other illumination, acoustical, finish, and safety considerations.



Reflected Ceiling Plan



Legend

-  Voice / Data outlet
-  Electrical outlet
-  Wall Phone
-  Switch
-  Exit sign
-  Control Zone
-  Classroom/Seating Area
-  Instructor Area
-  Writing Area
-  Projection Area

Teaching Lab - Chemistry



Space type	<b>Teaching Lab</b>
Lab Type	Biology (Hood Intensive)
Capacity	24 Typical (an additional 11' module may be added to increase capacity to 32 max.)
Room dimensions	55'-0" x 33'-0" (1,815 SF)
Ceiling height	10'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures with dual switching for energy conservation. Provide lighting in four zones: <ul style="list-style-type: none"> <li>A) Classroom area – fixtures to be wired for dual switching</li> <li>B) Instructor area – fixture shall be switched separately and shall illuminate instructors work surface. Fixture may be dimmable.</li> <li>C) Projection area – Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> </ul> Switches for lights should be provided in the instructors control area and at the primary entry.
Power	Provide multiple duplex receptacle power on each wall at 12' on center. If benches are located at walls, provide continuous wire mold along wall at 42" a.f.f. Power should be provided at the instructor's table. Provide a two (2) quadplex receptacles at each lab bench for student use.
Data	Data should be provided at the floor at the instructor's table Provide two(2) networked data outlets at each lab bench for student use
Audio/Visual	A/V devices shall include one (1) ceiling mounted projector and projection screen. The screen shall not conceal white board when lowered. Provide ceiling mounted speakers.
Security	Lab doors shall be lockable with thumb turn on the interior to provide a safe haven. A mass communication device should be provided in each lab.
Natural lighting	Natural lighting should be provided in the lab, but shades should be provided to control room lighting. The arrangement of the lab should take into consideration lighting at the writing area.
Finishes	The following finishes should be provided: <ul style="list-style-type: none"> <li>Floor: Vinyl composition tile</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. Vision panels are discouraged in labs in which toxic materials are handled, but if desired, the glass area shall be less than 100 si. Doors shall be recessed into the classroom and swing out. Doors to teaching labs shall be 3'-6" wide.
Acoustics	Acoustically insulated partitions should be provided between labs, minimum sound transmission class (STC) of 50. Noise criteria (NC) shall be 40 for labs.
Sightlines	Classroom instructors shall have clear lines of sight to all students. Students shall have clear and unobstructed lines of sight to the projection screen and to the white boards.

Signage

Furnishings/Contents Furnishings shall include lab stools, mobile lab benches and sinks, fume hoods and a demonstration / instructor table

Provide one (1) lab bench per two (2) students.

Provide one (1) fume hood per two (2) students.

Provide one (1) sink with eye wash station per four (4) students.

Provide emergency shower with eye wash station near room exits.

Accessibility

Provide lab benches and fume hoods to accommodate at least two students in wheelchairs. At least one sink in the lab shall be accessible.

Other

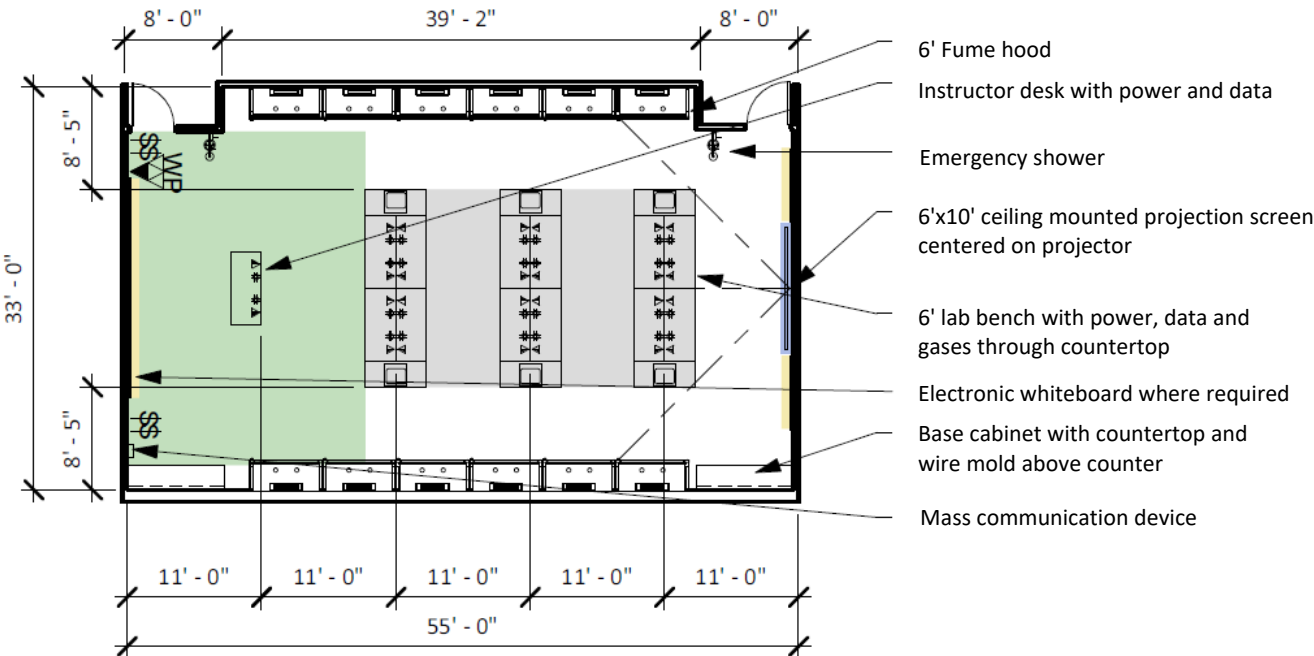
Porcelain enamel white boards shall be provided in all labs. White boards shall have an aluminum frame and chalk rail.

Lab gases shall be provided at the lab bench through the counter.

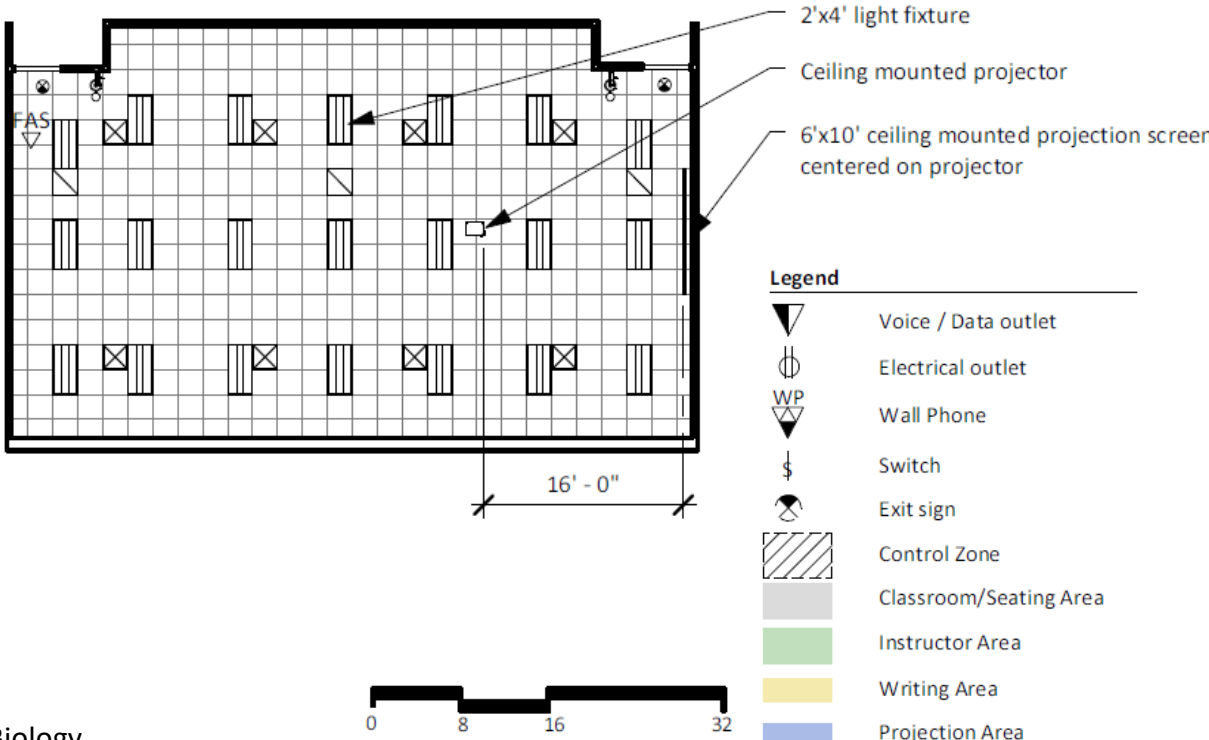
Remarks

See Design Guidelines for other illumination, acoustical, finish, and safety considerations.

Floor Plan



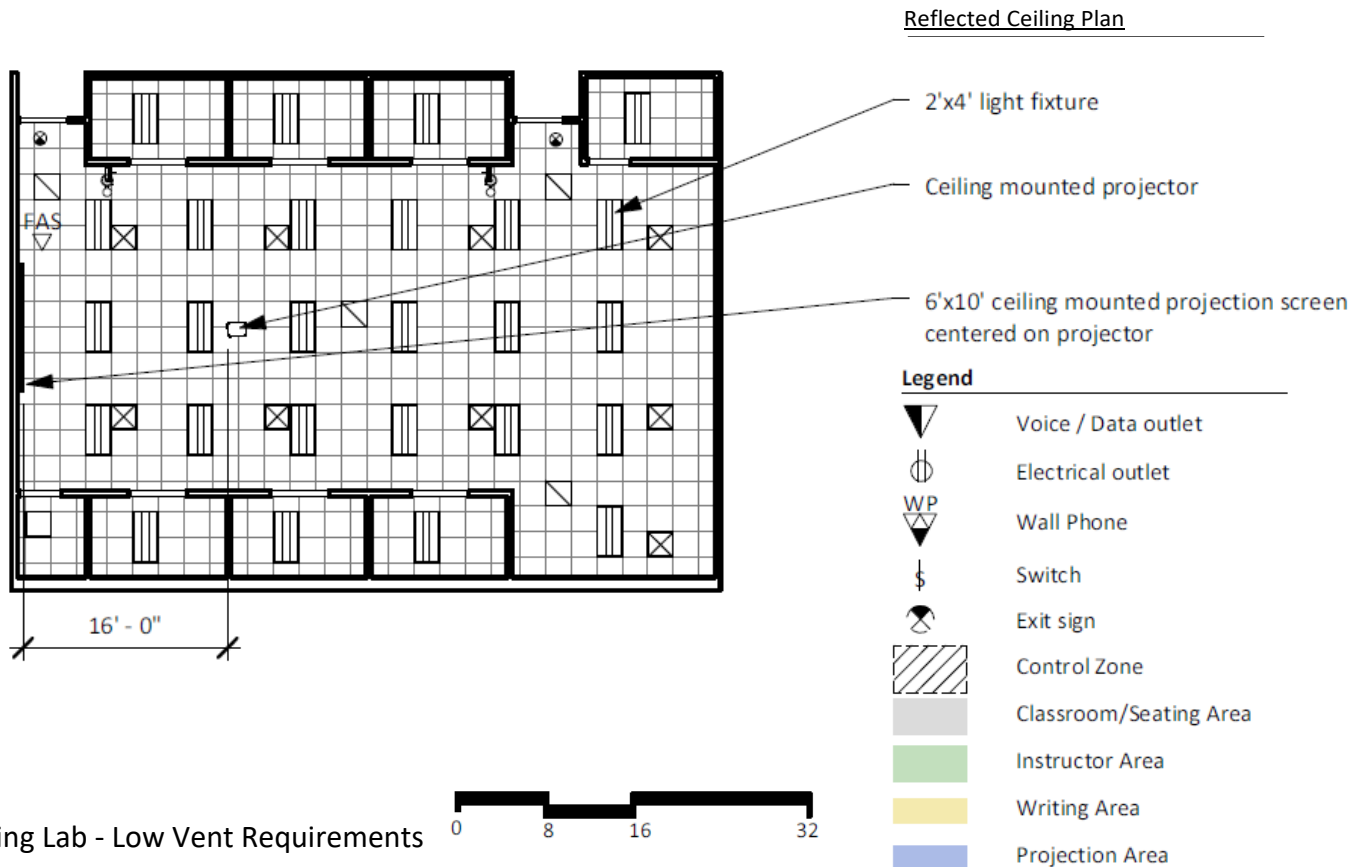
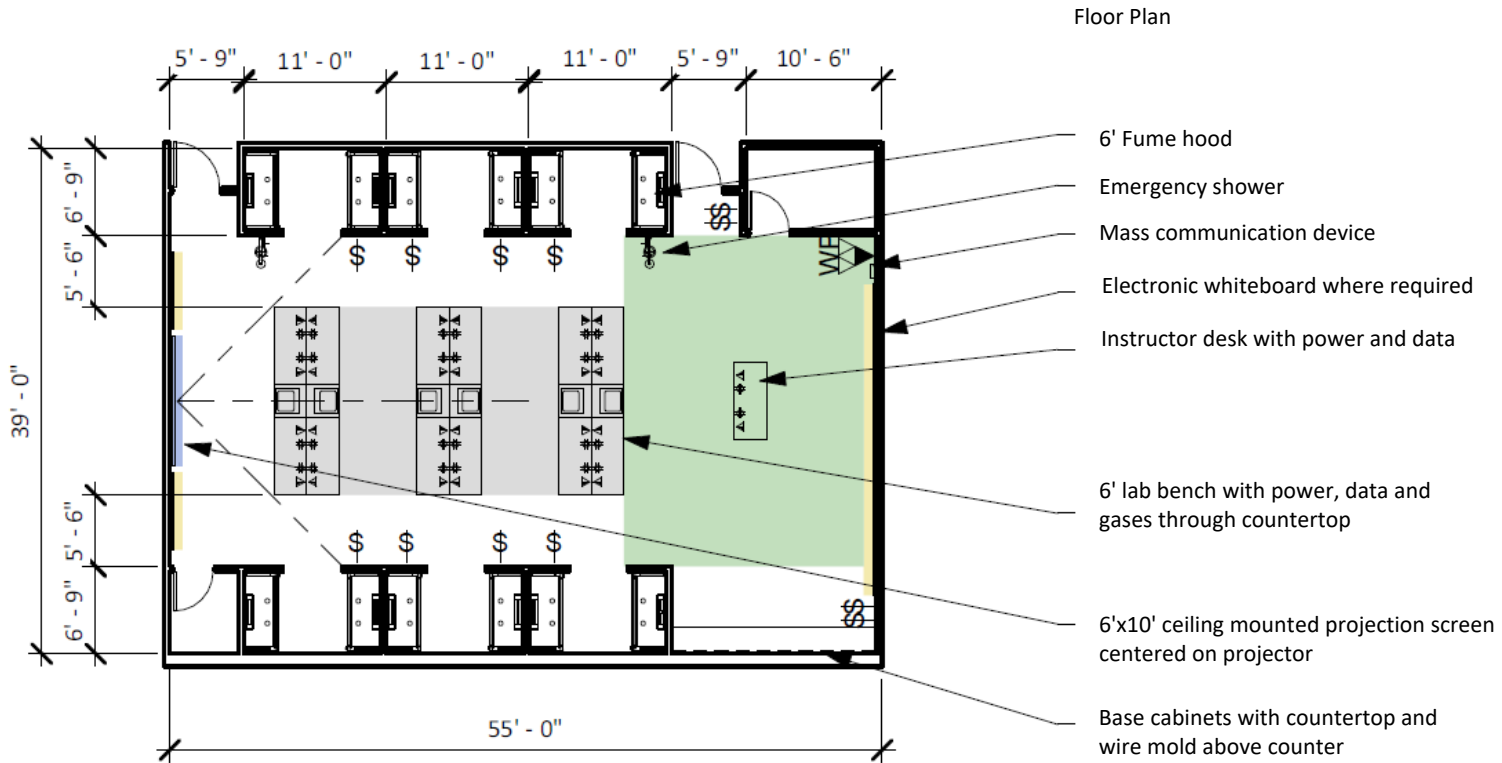
Reflected Ceiling Plan





Space type	<b>Teaching Lab</b>
Lab Type	(Low ventilation and toxic requirements)
Capacity	24 Typical (an additional 11' module may be added to increase capacity to 32 max.)
Room dimensions	55'-0" x 39'-0" (2,145 SF)
Ceiling height	10'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures with dual switching for energy conservation. Provide lighting in four zones: <ul style="list-style-type: none"> <li>A) Classroom area – fixtures to be wired for dual switching</li> <li>B) Instructor area – fixture shall be switched separately and shall illuminate instructors work surface. Fixture may be dimmable.</li> <li>C) Projection area – Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>D) Fume Hood Alcoves shall be individually switched.</li> </ul> Switches for lights should be provided in the instructors control area and at the primary entry.
Power	Provide multiple duplex receptacle power on each wall at 12' on center. If benches are located at walls, provide continuous wire mold along wall at 42" a.f.f. Power should be provided at the instructor's table.
Data	Provide a two (2) quadplex receptacles at each lab bench for student use. Data should be provided at the floor at the instructor's table
Audio/Visual	Provide two(2) networked data outlets at each lab bench for student use A/V devices shall include one (1) ceiling mounted projector and projection screen. The screen shall not conceal white board when lowered. Provide ceiling mounted speakers.
Security	Lab doors shall be lockable with thumb turn on the interior to provide a safe haven. A mass communication device should be provided in each lab.
Natural lighting	Natural lighting should be provided in the lab, but shades should be provided to control room lighting. The arrangement of the lab should take into consideration lighting at the writing area.
Finishes	The following finishes should be provided: <ul style="list-style-type: none"> <li>Floor: Vinyl composition tile.</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. Vision panels are discouraged in labs in which toxic materials are handled, but if desired, the glass area shall be less than 100 si. Doors shall be recessed into the classroom and swing out. Doors to teaching labs shall be 3'-6" wide.
Acoustics	Acoustically insulated partitions should be provided between labs, minimum sound transmission class (STC) of 50. Noise criteria (NC) shall be 40 for labs.
Sightlines	Classroom instructors shall have clear lines of sight to all students. Students shall have clear and unobstructed lines of sight to the projection screen and to

	the white boards.
Signage	
Furnishings/Contents	Furnishings shall include lab stools, mobile lab benches and sinks, fume hoods and a demonstration / instructor table Provide one (1) lab bench per two (2) students. Provide one (1) fume hood per four (4) students. Provide one (1) sink with eye wash station per four (4) students. Provide emergency shower with eye wash station near room exits.
Accessibility	Provide lab benches and fume hoods to accommodate at least two students in wheelchairs. At least one sink in the lab shall be accessible.
Other	Porcelain enamel white boards shall be provided in all labs. White boards shall have an aluminum frame and chalk rail.
Remarks	Lab gases shall be provided at the lab bench through the counter. See Design Guidelines for other illumination, acoustical, finish, and safety considerations.

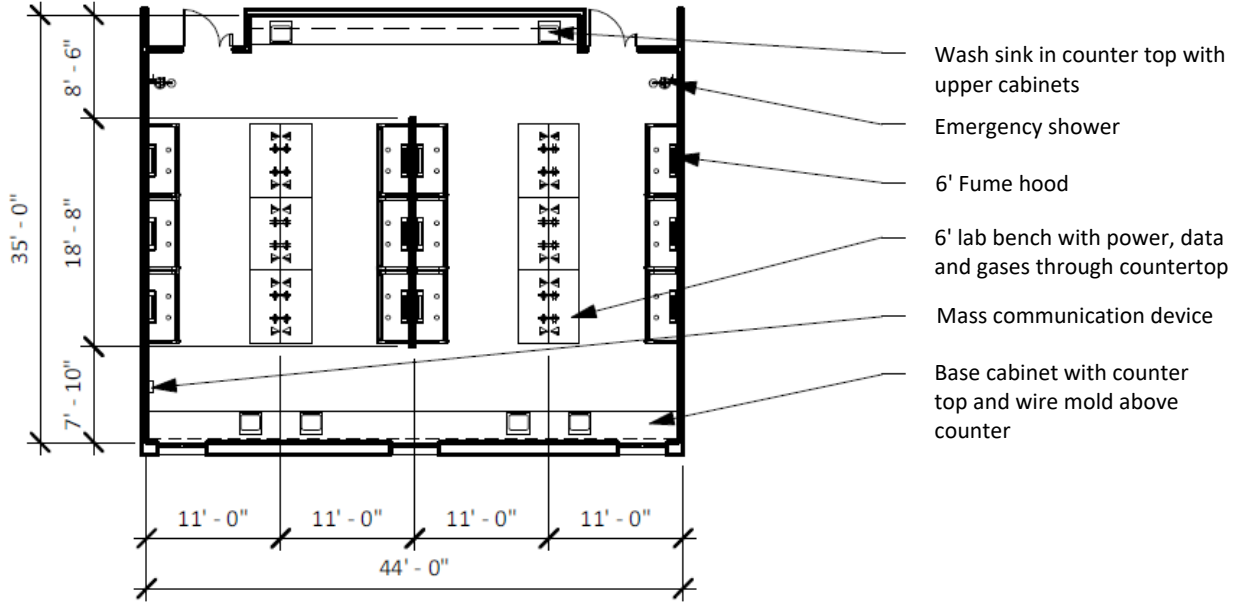


Teaching Lab - Low Vent Requirements

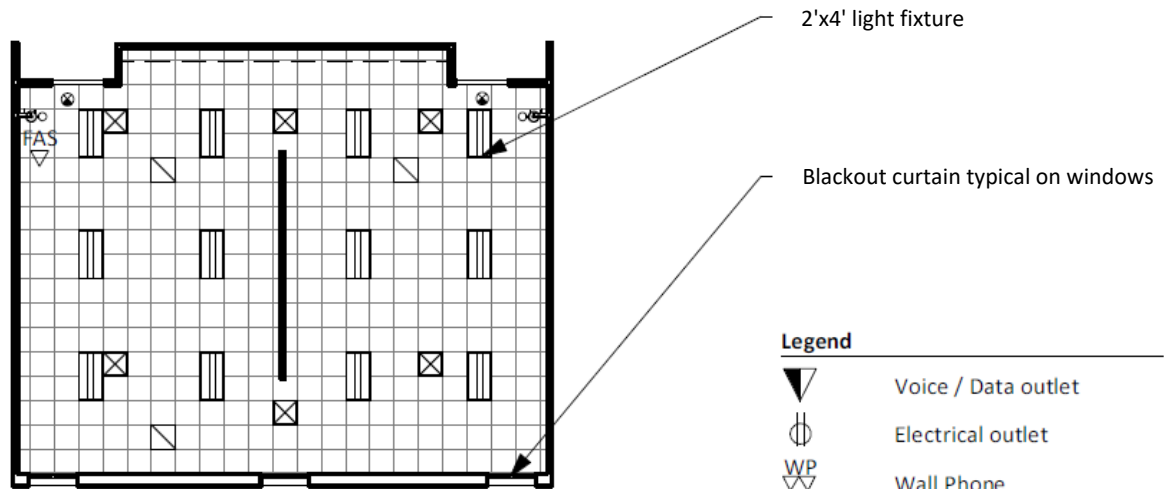
Space type	<b>Research Lab</b>
Lab Type	Research (Hood Intensive)
Capacity	24
Room dimensions	44'-0" x 35'-0" (1,540 SF)
Ceiling height	10'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures with dual switching for energy conservation.
Power	Provide multiple duplex receptacle power on each wall at 12' on center. If benches are located at walls, provide continuous wire mold along wall at 42" a.f.f. Provide a two (2) quadplex receptacles at each lab bench.
Data	Provide two(2) networked data outlets at each lab bench.
Audio/Visual	
Security	Lab doors shall be lockable with thumb turn on the interior to provide a safe haven. Provide top and bottom strikes on the inactive leaf. A mass communication device should be provided in each lab.
Natural lighting	Natural lighting should be provided in the lab, but shades should be provided to control room lighting. The arrangement of the lab should take into consideration lighting at the writing area.
Finishes	The following finishes should be provided: Floor: Vinyl composition tile at biology labs, diamond-polished concrete at chemistry. Base: 4" rubber base with cove. Wall: Painted. Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. Vision panels are discouraged in labs in which toxic materials are handles, but if desired, the glass area shall be less than 100 si. Doors to research labs shall be an unequal pair of doors. The active leaf shall be 3' and the inactive leaf shall be 1'.
Acoustics	Acoustically insulated partitions should be provided between labs, minimum sound transmission class (STC) of 50. Noise criteria (NC) shall be 40 for labs.
Sightlines	Students shall have clear and unobstructed lines of sight to their fume hoods.
Signage	
Furnishings/Contents	Furnishings shall include lab stools, fixed lab benches and sinks, fume hoods Provide one (1) lab bench per two (2) students. Provide one (1) fume hood per two (2) students. Provide one (1) sink with eye wash station per four (4) students. Provide emergency shower with eye wash station near room exits.
Accessibility	Provide lab benches and fume hoods to accommodate at least two students in wheelchairs. At least one sink in the lab shall be accessible.
Other	Lab gases shall be provided at the lab bench through ceiling mounted panels.
Remarks	See Design Guidelines for other illumination, acoustical, finish, and safety considerations.

Research Lab – Hood Intensive











Floor Plan

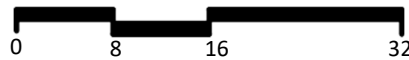


Reflected Ceiling Plan

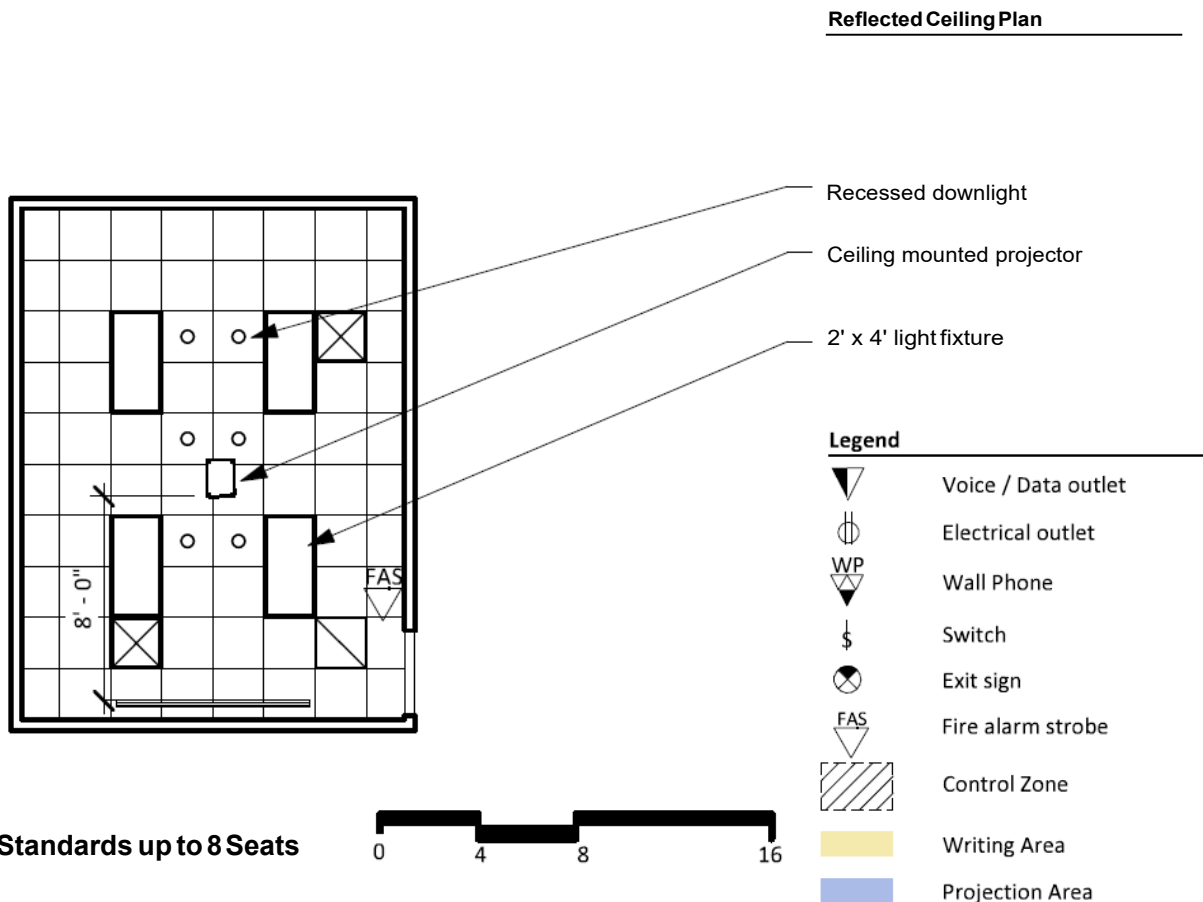
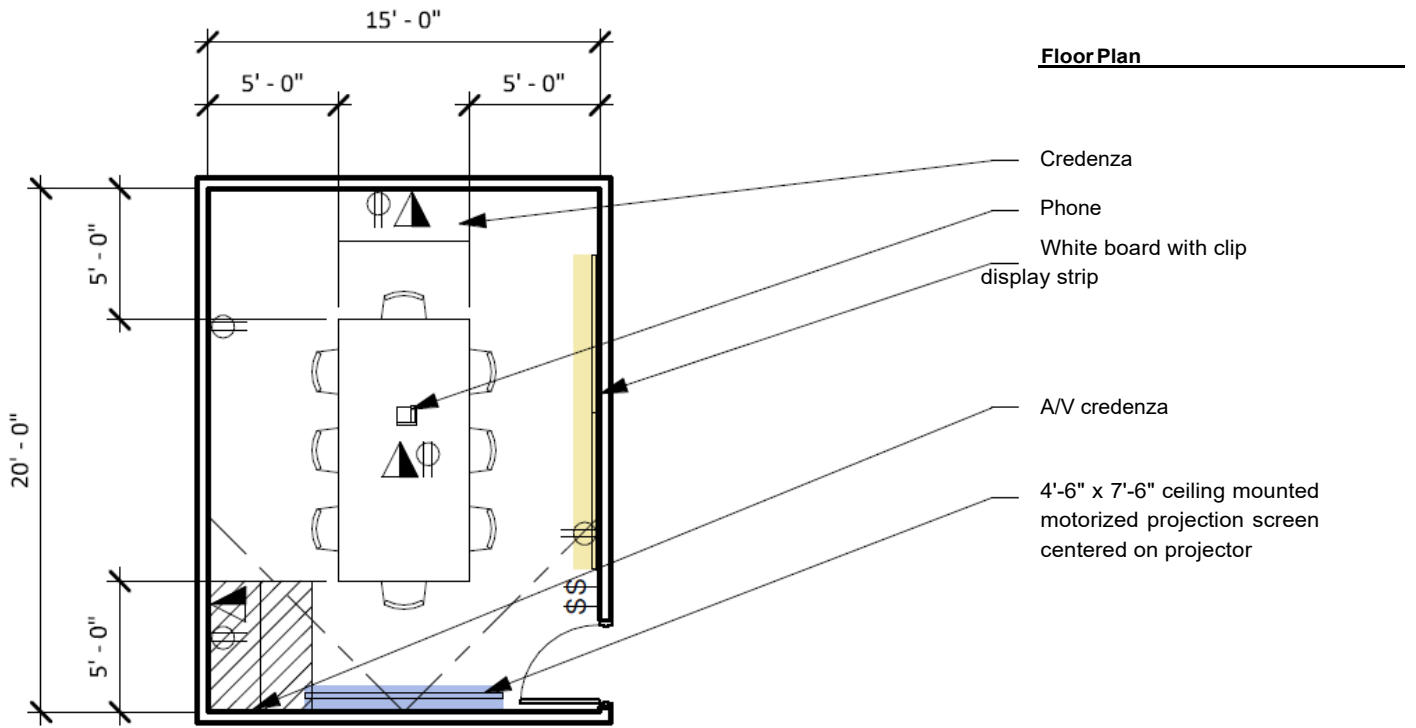


Legend

-  Voice / Data outlet
-  Electrical outlet
-  Wall Phone
-  Switch
-  Exit sign
-  Control Zone
-  Classroom/Seating Area
-  Instructor Area
-  Writing Area
-  Projection Area

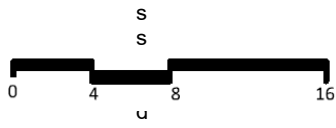
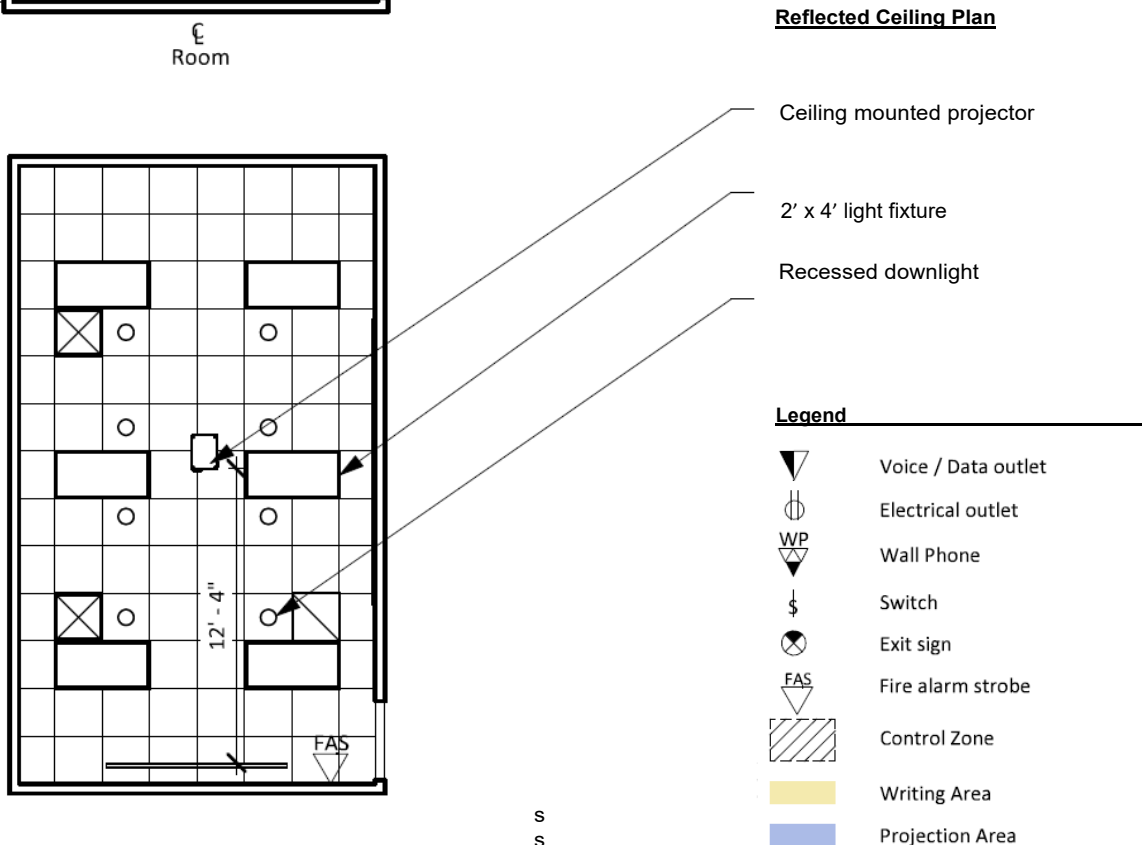
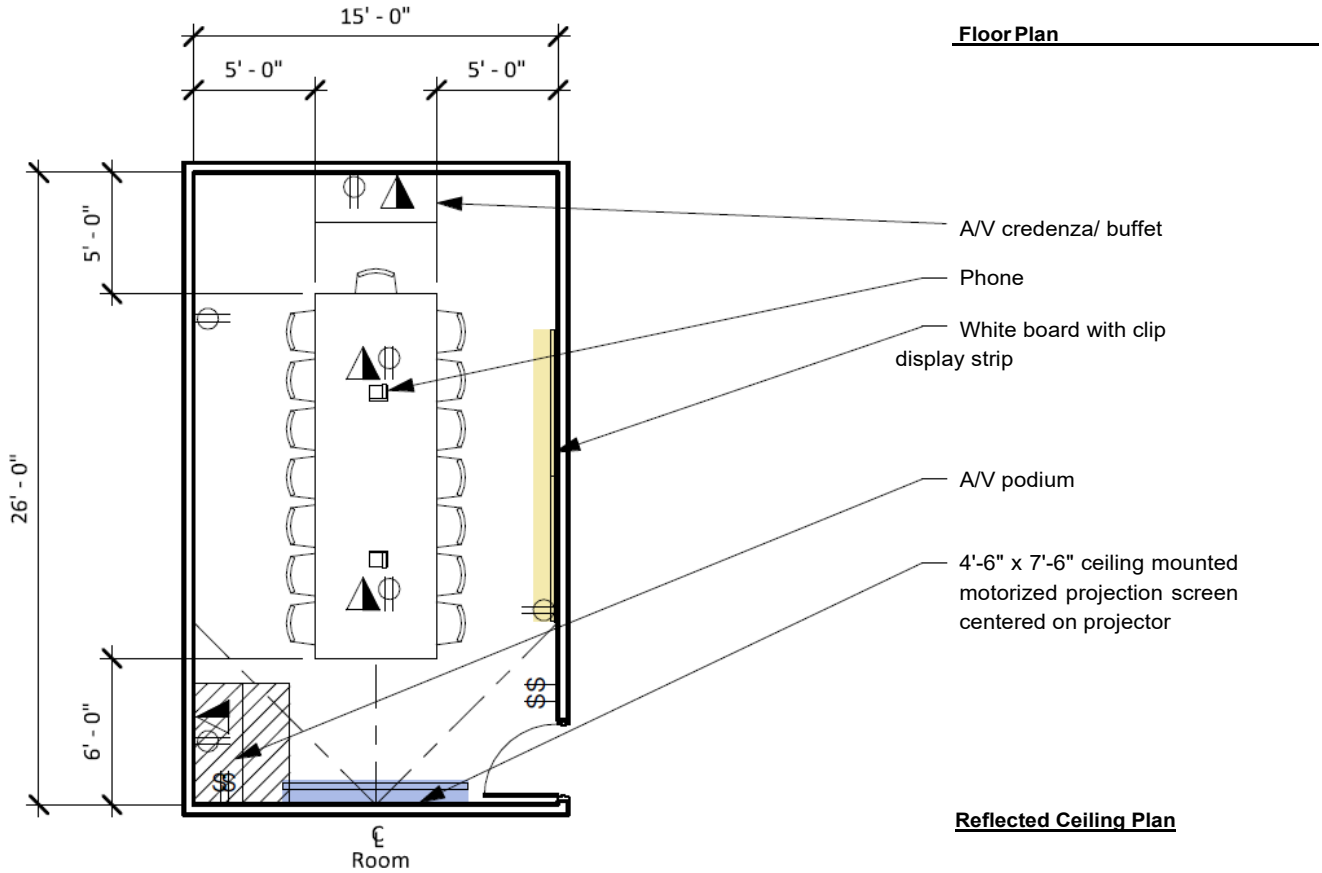


Space type	<b>Conference Room up to 8 Seats</b>
Room dimensions	15'-0" x 20'-0" (300 sf)
Ceiling height	9'-0" recommended
Lighting	<p>Provide general ambient lighting via lay-in 2x4 light fixtures With dual switching for energy conservation.</p> <p>Provide recessed downlights on their own switch and dimmer over the conference table.</p> <p>Provide lighting in three zones:</p> <ul style="list-style-type: none"> <li>A) Seating area – fixtures to be wired for dual switching</li> <li>B) Projection area – Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>C) Writing area – Writing area to be illuminated</li> </ul> <p>Switches for lighting to be located at latch side of door and near audio/visual control podium.</p>
Power	<p>Center outlets on wall and space multiple outlets 12' on center.</p> <p>Power should be provided at the audio/visual control area and at table.</p>
Data	Provide data at the podium and at the table.
Audio/Visual	A/V devices shall include a ceiling mounted projector and motorized projection screen.
Security	
Natural lighting	Natural lighting should not be provided in conference rooms.
Finishes	<p>The following finishes should be provided:</p> <ul style="list-style-type: none"> <li>Floor: Carpet tile.</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	<p>Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door.</p> <p>Doors that are required to swing out should be recessed into the room.</p>
Acoustics	Acoustically insulated partitions should be provided between conference rooms, minimum sound transmission class (STC) of 55.
Sightlines	Presenters shall have clear lines of sight to all audience. Audience shall have clear and unobstructed lines of sight to the projection screen and to the white boards.
Signage	
Furnishings/Contents	Furnishings shall include moveable tables and sliding chairs. Conference rooms with a capacity above 30 occupants should consider using flip/nesting tables and stacking chairs
Other	
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.



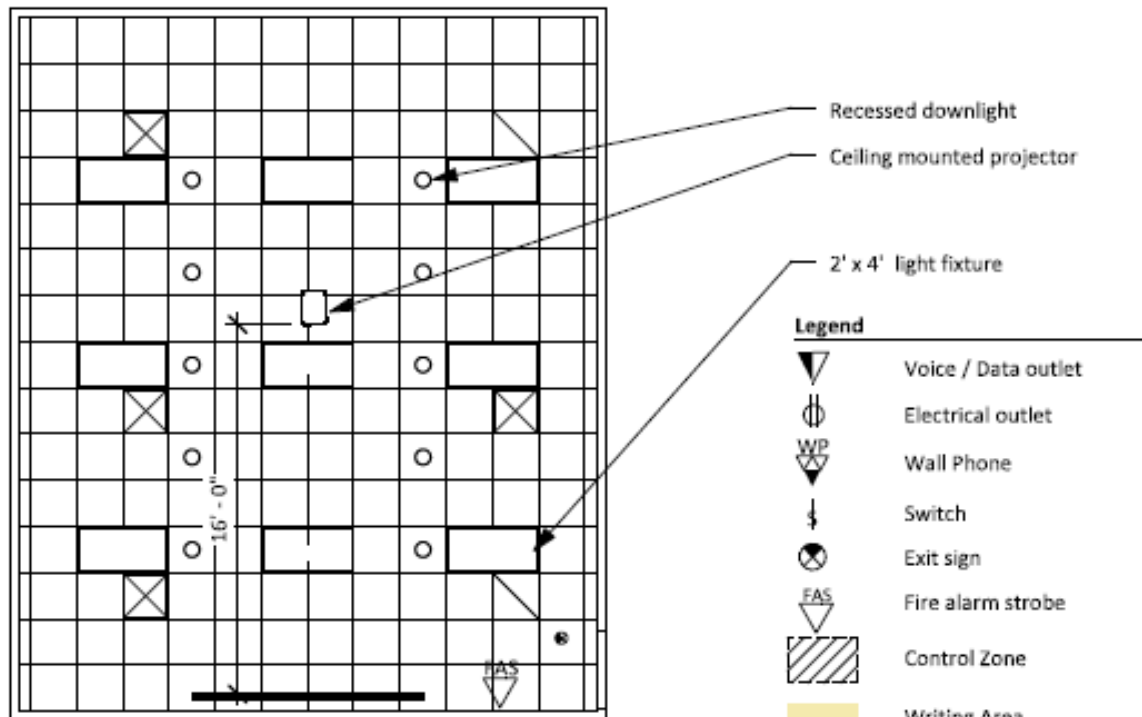
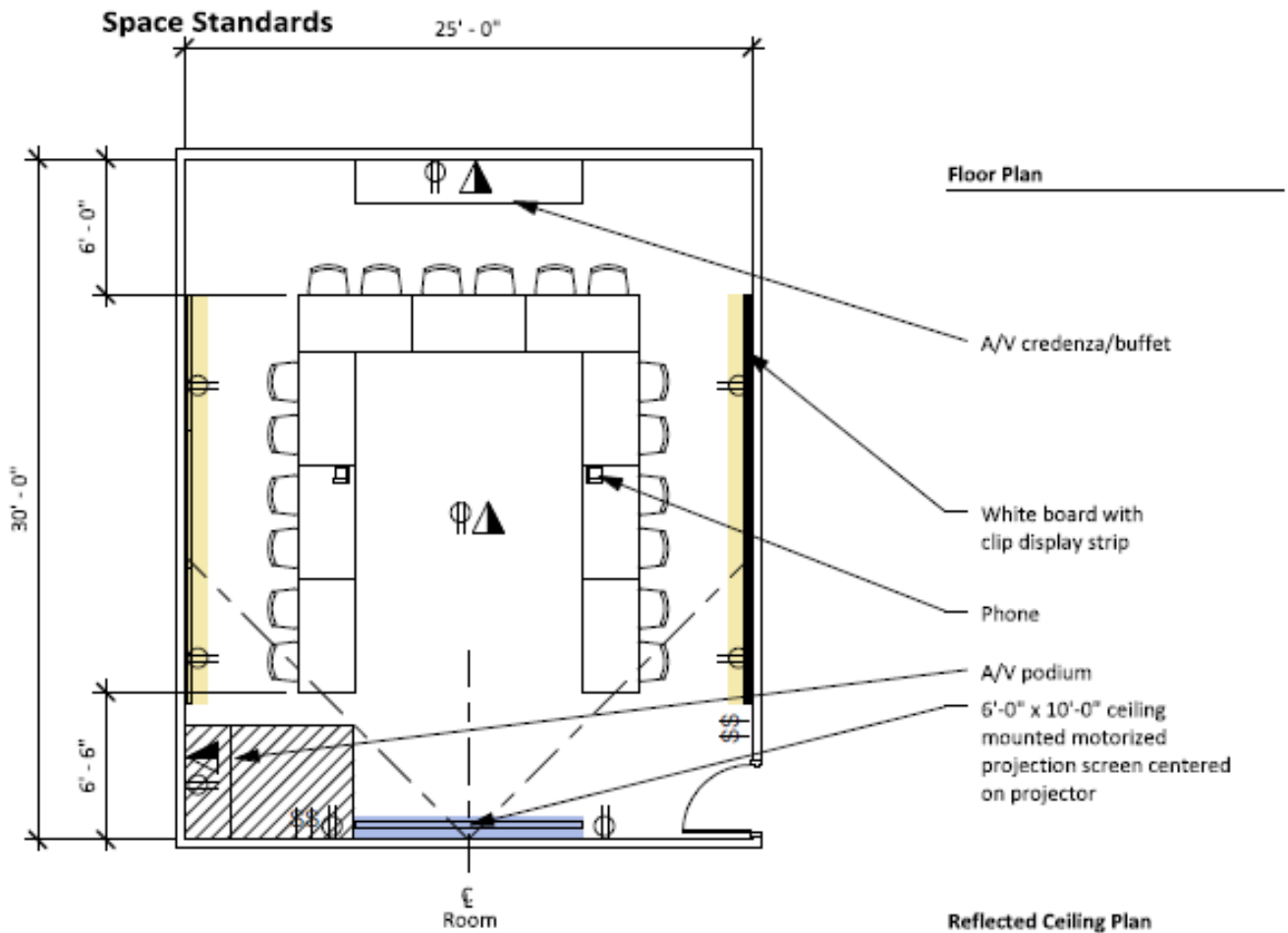
Space type	<b>Conference Room 8 to 15 Seats</b>
Room dimensions	15'-0" x 26'-0" (390 sf)
Ceiling height	9'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures With dual switching for energy conservation. Provide recessed downlights on their own switch and dimmer <i>over</i> the conference table. Provide lighting in three zones: <ul style="list-style-type: none"> <li>A) Seating area - fixtures to be wired for dual switching</li> <li>B) Projection area - Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>C) Writing area – Writing area to be illuminated</li> </ul> Switches for lighting to be located at latch side of door and near audio/visual control podium
Power	Provide at least one (1) duplex receptacle power on each wall for general purpose use. Center outlets on wall and space multiple outlets 12' on center. Power should be provided at the audio/visual control area and at table.
Data	Provide data at the podium and at the table.
Audio/Visual	A/V devices shall include a ceiling mounted projector and motorized projection screen. Provide ceiling mounted speakers.
Security	
Natural lighting	Natural lighting should not be provided in conference rooms.
Finishes	The following finishes should be provided: <ul style="list-style-type: none"> <li>Floor: Carpet tile.</li> <li>Base: 4" rubber base with <i>cove</i>.</li> <li>Wall : Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door. Doors that are required to swing out should be recessed into the room.
Acoustics	Acoustically insulated partitions should be provided between conference rooms, minimum sound transmission class (STC) of 55.
Sightlines	Presenters shall have clear lines of sight to all audience. Audience shall have clear and unobstructed lines of sight to the projection screen and to the white boards.
Signage	
Furnishings/Contents	Furnishings shall include moveable tables and sliding chairs.
Other	
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.





Conference Standards 8 to 15 Seats

Space type	<b>Conference Room 15 to 25 Seats</b>
Room dimensions	25'-0" x 30'-0" (750 sf)
Ceiling height	9' -0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures With dual switching for energy conservation. Provide recessed downlights on their own switch and dimmer over the conference table. Provide lighting in three zones: <ul style="list-style-type: none"> <li>A) Seating area - fixtures to be wired for dual switching</li> <li>B) Projection area - Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>C) Writing area - Writing area to be illuminated</li> </ul> Switches for lighting to be located at latch side of door and near audio/visual control podium.
Power	Provide at least one (1) duplex receptacle power on each wall for general purpose use. Center outlets on wall and space multiple outlets 12' on center. Power should be provided at the audio/visual control area and at table.
Data	Provide data at the podium and at the table.
Audio/Visual	A/V devices shall include a ceiling mounted projector and motorized screen. Provide ceiling mounted speakers .
Security	Natural lighting should not be provided in conference rooms.
Natural lighting	The following finishes should be provided:
Finishes	<ul style="list-style-type: none"> <li>Floor: Carpet tile.</li> <li>Base: 4" rubber base with cove.</li> <li>Wall : Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door. Doors that are required to swing out should be recessed into the room. Acoustically insulated partitions should be provided between conference rooms,
Acoustics	minimum sound transmission class (STC) of 55.
Sightlines	Presenters shall have clear lines of sight to all audience. Audience shall have clear and unobstructed lines of sight to the projection screen and to the white boards.
Signage	
Furnishings/Contents	Furnishings shall include moveable tables and sliding chairs.
Other	
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.

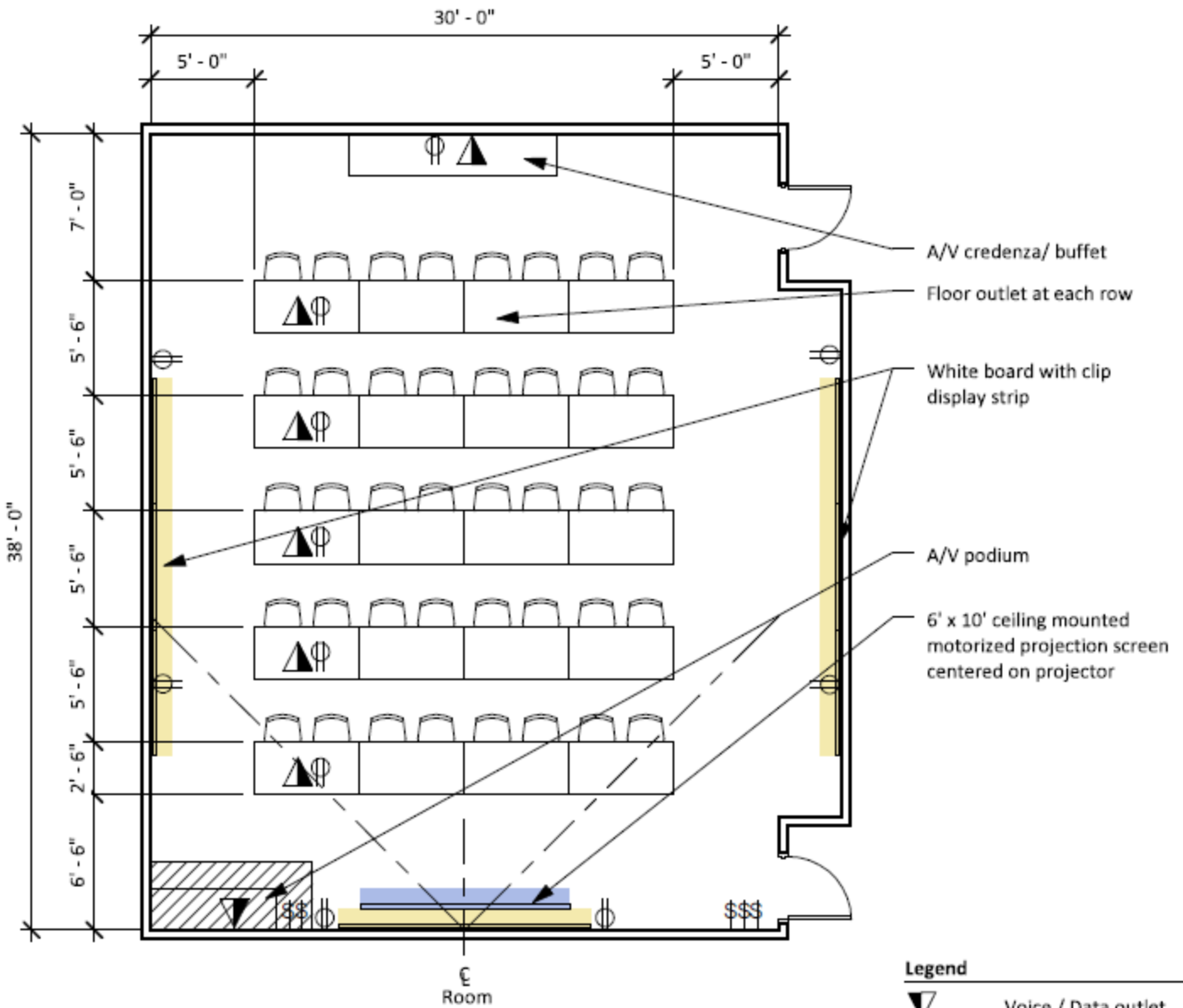


**Conference Standards 15 to 25 seats**











Space type	<b>Seminar Room 25 to 40 Seats</b>
Room dimensions	30'-0" x 36' -0" (1,080 sf)
Ceiling height	9' -0" recommended
Lighting	<p>Provide general ambient lighting via lay-in 2x4 light fixtures With dual switching for energy conservation.</p> <p>Provide recessed downlights on their own switch and dimmer <i>over</i> the conference table.</p> <p>Provide lighting in three zones:</p> <ul style="list-style-type: none"> <li>A) Seating area - fixtures to be wired for dual switching</li> <li>B) Projection area - Fixtures in the projection area should be switched separately to provide appropriate light level at projection surface.</li> <li>C) Writing area - Writing area to be illuminated</li> </ul> <p>Switches for lighting to be located at latch side of door and near audio/visual control podium.</p>
Power	<p>Provide at least one (1) duplex receptacle power on each wall for general purpose use. Center outlets on wall and space multiple outlets 12' on center. Power should be provided at the audio/visual control area and at table.</p>
Data	Provide data at the podium and at the table.
Audio/Visual	<p>A/V devices shall include a ceiling mounted projector and motorized projection screen.</p> <p>Provide ceiling mounted speakers.</p>
Security	
Natural lighting	Natural lighting should not be provided in conference rooms.
Finishes	<p>The following finishes should be provided:</p> <ul style="list-style-type: none"> <li>Floor: Carpet tile.</li> <li>Base: 4" rubber base with <i>cove</i>.</li> <li>Wall : Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	<p>Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door.</p> <p>Doors that are required to swing out should be recessed into the room.</p>
Acoustics	Acoustically insulated partitions should be provided between conference rooms, minimum sound transmission class (STC) of 55.
Sightlines	Presenters shall have clear lines of sight to all audience. Audience shall have clear and unobstructed lines of sight to the projection screen and to the white boards.
Signage	
Furnishings/Contents	Furnishings shall include moveable tables and sliding chairs. Conference rooms with a capacity above 30 occupants should consider using flip/nesting tables and stacking chairs.
Other	
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.

**Floor Plan**



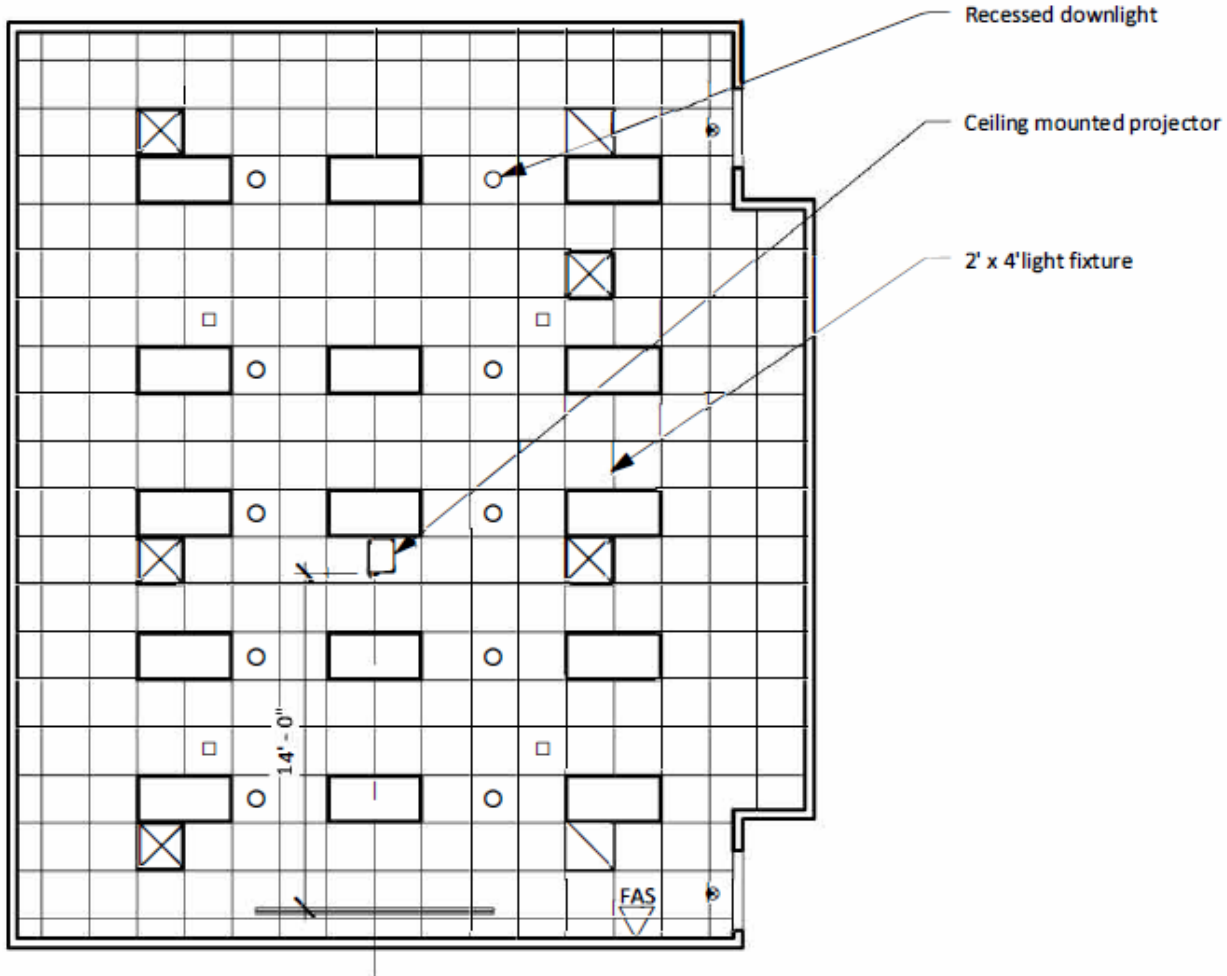
**Legend**

-  Voice / Data outlet
-  Electrical outlet
-  Wall Phone
-  Switch
-  Exit sign
-  Fire alarm strobe
-  Control Zone
-  Writing Area
-  Projection Area










Conference Standards 25 to 40 seats



**Reflected Ceiling Plan**



**Legend**

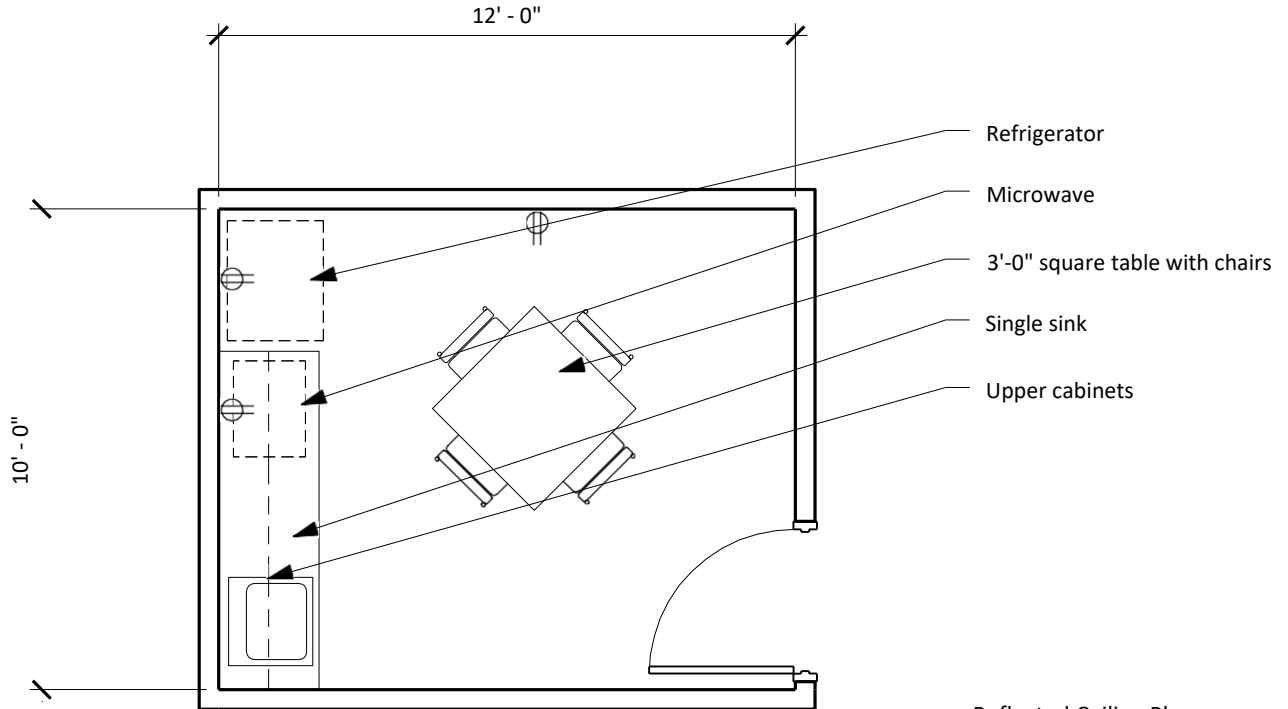
-  Voice / Data outlet
-  Electrical outlet
-  Wall Phone
-  Switch
-  Exit sign
-  Fire alarm strobe
-  Control Zone
-  Writing Area
-  Projection Area

**Conference Standards 25 to 40 Seats**

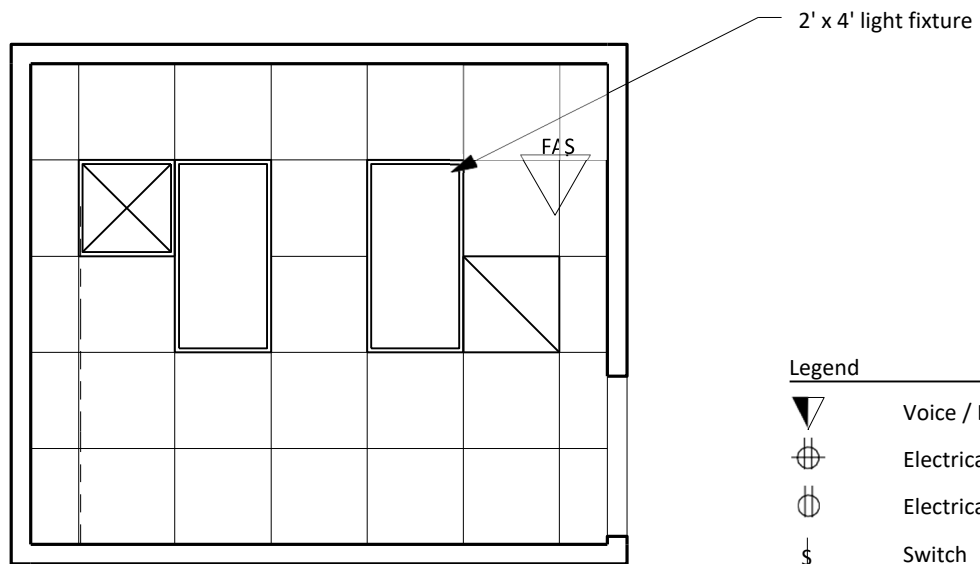


Space type	<b>Lounge up to 4 Seats</b>
Room dimensions	10'-0" x 12'-0" (120 sf)
Ceiling height	9'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Lighting shall be on motion sensors rather than dual switching. Switches for lighting to be located at latch side of door.
Power	Provide a duplex power receptacle on one wall at 1'-3" a.f.f. for general purpose use. Power should be provided for each of the following: <ul style="list-style-type: none"> <li>1) Full-size Refrigerator</li> <li>2) Counter mounted Microwave</li> <li>3) Coffee Maker</li> </ul> Provide an additional wall mounted duplex receptacle at the counter for general purpose use.
Data	
Audio/Visual	
Security	
Natural lighting	
Finishes	The following finishes should be provided: Floor: Vinyl Composition Tile. Base: 4" rubber base with cove. Wall: Painted. Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door. Doors shall swing in to the room.
Acoustics	Provide a minimum sound transmission class (STC) and a noise criteria (NC) as is appropriate for the surrounding rooms.
Signage	
Furnishings/Contents	Furnishings should include one (1) 36" square dining table with four (4) sliding chairs as would be appropriate for eating or studying on.
Millwork	Millwork cabinets at the kitchenette should include overhead cabinets and base cabinets with adjustable shelves and drawers. Cabinet faces should be plastic laminate and countertops should be solid surface. Countertops may be plastic laminate in light-use or low end spaces only. The sink and cabinets shall meet current accessibility standards.
Other	Bulletin boards may be provided. Provide water lines at refrigerators and coffee makers. Provisions for wall mounted televisions may be provided.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.








Floor Plan



Reflected Ceiling Plan



Legend

-  Voice / Data outlet
-  Electrical Quadplex outlet
-  Electrical Duplex outlet
-  Switch
-  Fire alarm strobe
-  Supply air grill
-  Return air grill

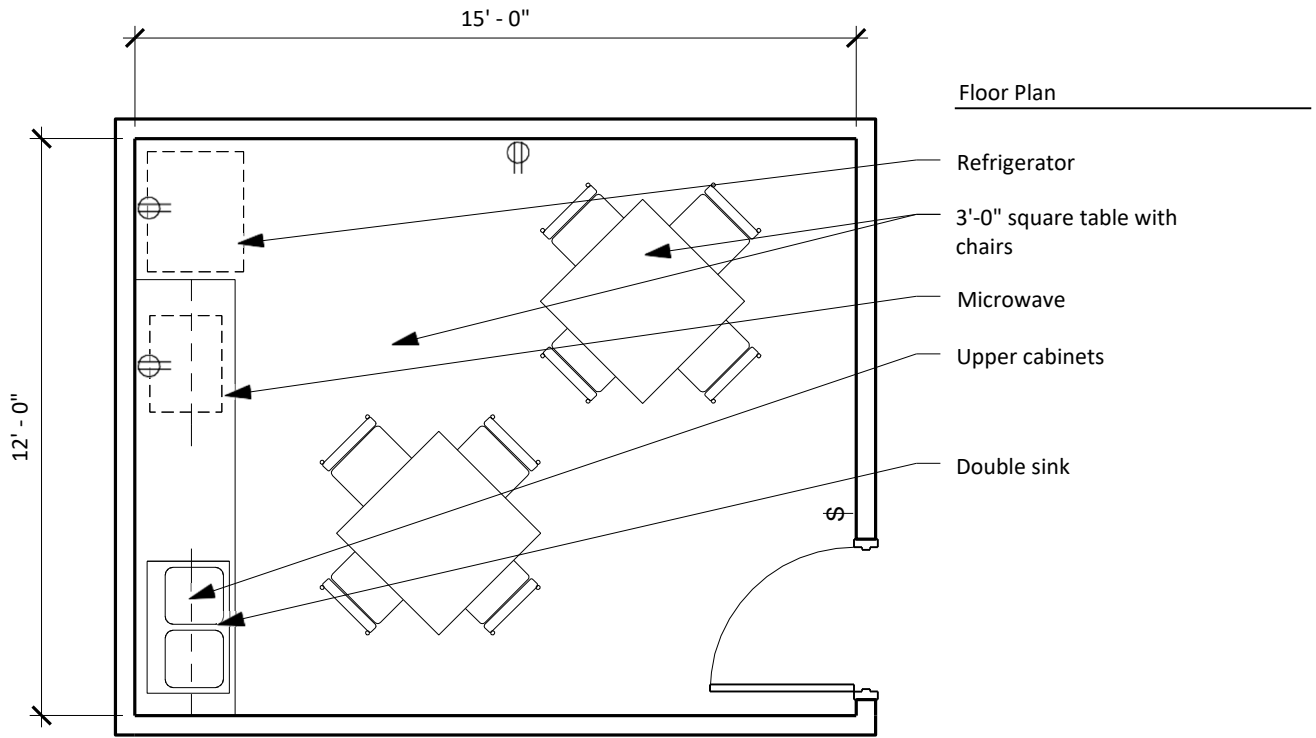
Lounge Standards up to 4 seats



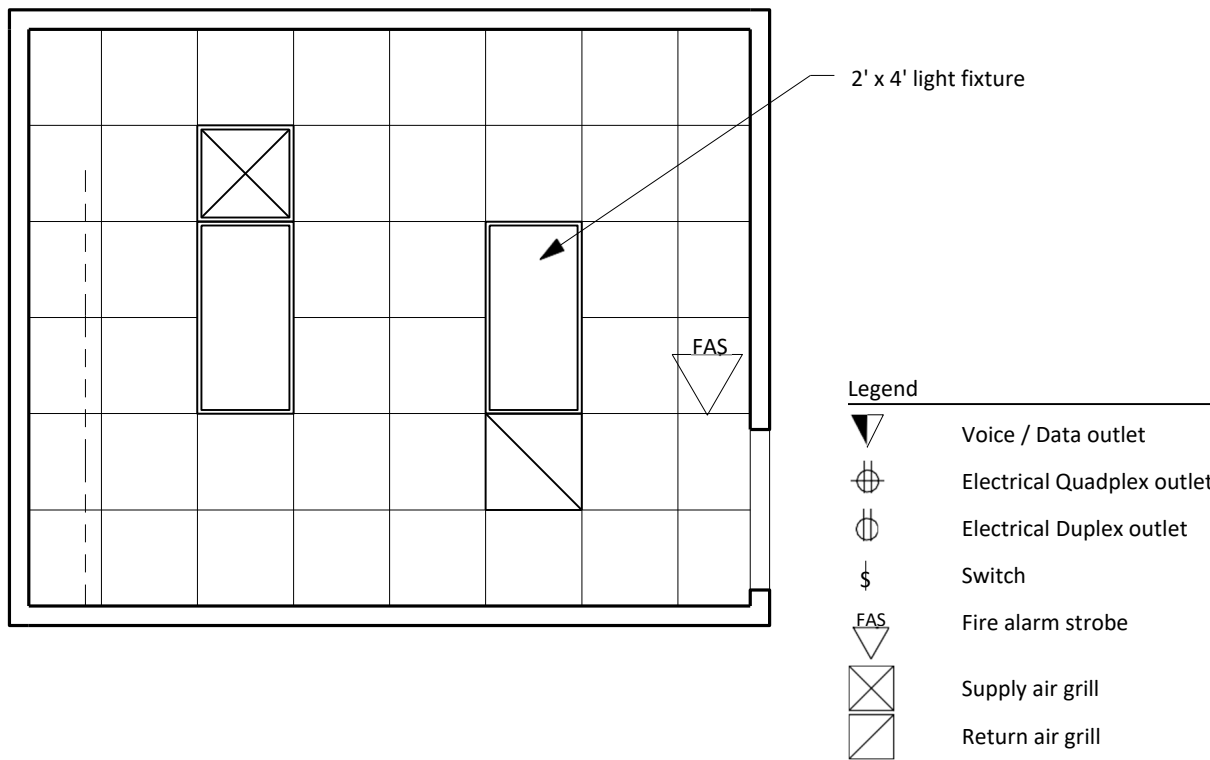


Space type	<b>Lounge 4 to 8 Seats</b>
Room dimensions	12'-0" x 15'-0" (180 sf)
Ceiling height	9'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Lighting shall be on motion sensors rather than dual switching. Switches for lighting to be located at latch side of door.
Power	Provide a duplex power receptacle on one wall at 1'-3" a.f.f. for general purpose use. Power should be provided for each of the following: <ul style="list-style-type: none"> <li>1) Full-size Refrigerator</li> <li>2) Counter mounted Microwave</li> <li>3) Coffee Maker</li> </ul> Provide an additional wall mounted duplex receptacle at the counter for general purpose use.
Data	
Audio/Visual	
Security	
Natural lighting	
Finishes	The following finishes should be provided: Floor: Vinyl Composition Tile. Base: 4" rubber base with cove. Wall: Painted. Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door. Doors shall swing in to the room.
Acoustics	Provide a minimum sound transmission class (STC) and a noise criteria (NC) as is appropriate for the surrounding rooms.
Signage	
Furnishings/Contents	Furnishings should include two (2) 36" square dining tables with four (4) sliding chairs at each table as would be appropriate for eating or studying on.
Millwork	Millwork cabinets at the kitchenette should include overhead cabinets and base cabinets with adjustable shelves and drawers. Cabinet faces should be plastic laminate and countertops should be solid surface. Countertops may be plastic laminate in light-use or low end spaces only. The sink and cabinets shall meet current accessibility standards.
Other	Bulletin boards may be provided. Provide water lines at refrigerators and coffee makers. Provisions for wall mounted televisions may be provided.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.

Space Standards



Reflected Ceiling Plan

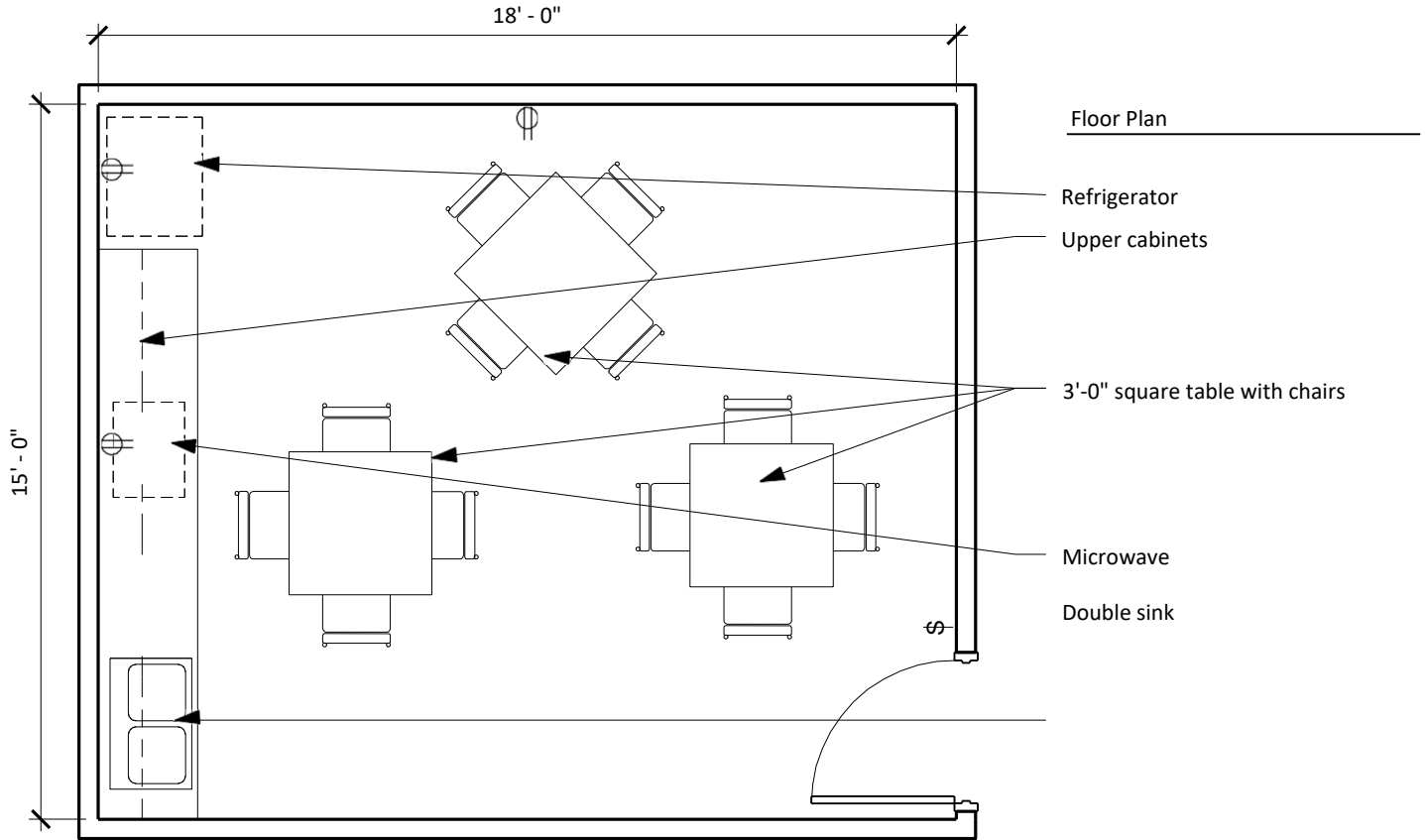


Lounge Standards 4 to 8 seats

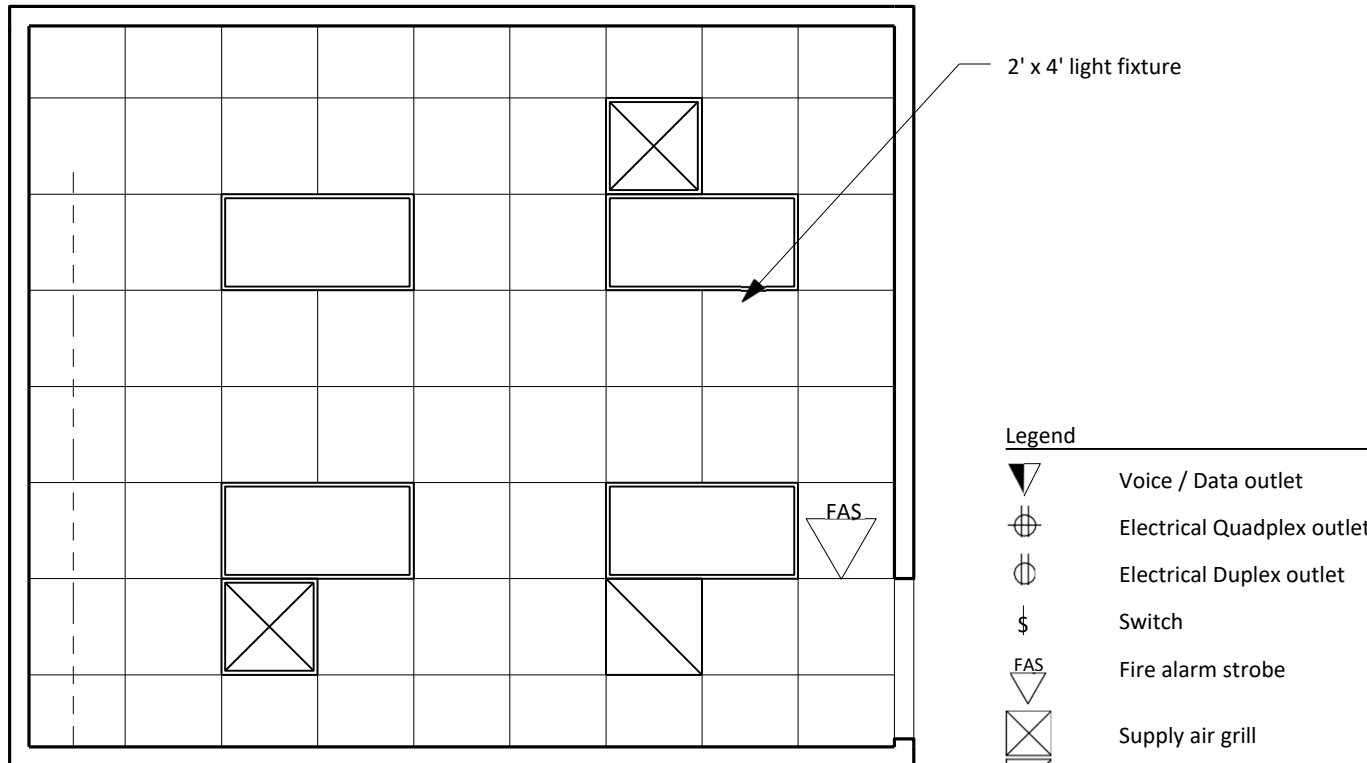


Space type	<b>Lounge 8 to 12 Seats</b>
Room dimensions	15'-0" 'x 18'-0" (270 sf)
Ceiling height	9'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2x4 light fixtures. Lighting shall be on motion sensors rather than dual switching. Switches for lighting to be located at latch side of door.
Power	Provide a duplex power receptacle on one wall at 1'-3" a.f.f. for general purpose use. Power should be provided for each of the following: <ol style="list-style-type: none"> <li>1) Full-size Refrigerator</li> <li>2) Counter mounted Microwave</li> <li>3) Coffee Maker</li> </ol> Provide an additional wall mounted duplex receptacle at the counter for general purpose use.
Data	
Audio/Visual	
Security	
Natural lighting	
Finishes	The following finishes should be provided: <ul style="list-style-type: none"> <li>Floor: Vinyl Composition Tile.</li> <li>Base: 4" rubber base with cove.</li> <li>Wall: Painted.</li> <li>Ceiling: 2'x 2' acoustical ceiling tile, suspended in grid.</li> </ul>
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door. Doors shall swing in to the room.
Acoustics	Provide a minimum sound transmission class (STC) and a noise criteria (NC) as is appropriate for the surrounding rooms.
Signage	
Furnishings/Contents	Furnishings should include three (3) 36" square dining tables with four (4) sliding chairs at each table as would be appropriate for eating or studying on.
Millwork	Millwork cabinets at the kitchenette should include overhead cabinets and base cabinets with adjustable shelves and drawers. Cabinet faces should be plastic laminate and countertops should be solid surface. Countertops may be plastic laminate in light-use or low end spaces only. The sink and cabinets shall meet current accessibility standards.
Other	Bulletin boards may be provided. Provide water lines at refrigerators and coffee makers. Provisions for wall mounted televisions may be provided.
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.








Space Standards



Reflected Ceiling Plan



Legend

-  Voice / Data outlet
-  Electrical Quadplex outlet
-  Electrical Duplex outlet
-  Switch
-  Fire alarm strobe
-  Supply air grill
-  Return air grill

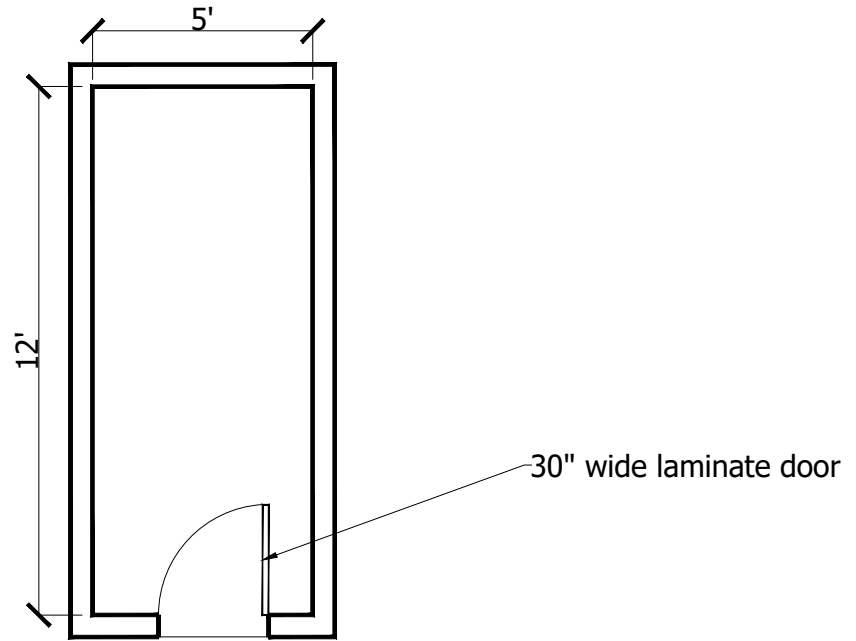
Lounge Standards 8 to 12 seats



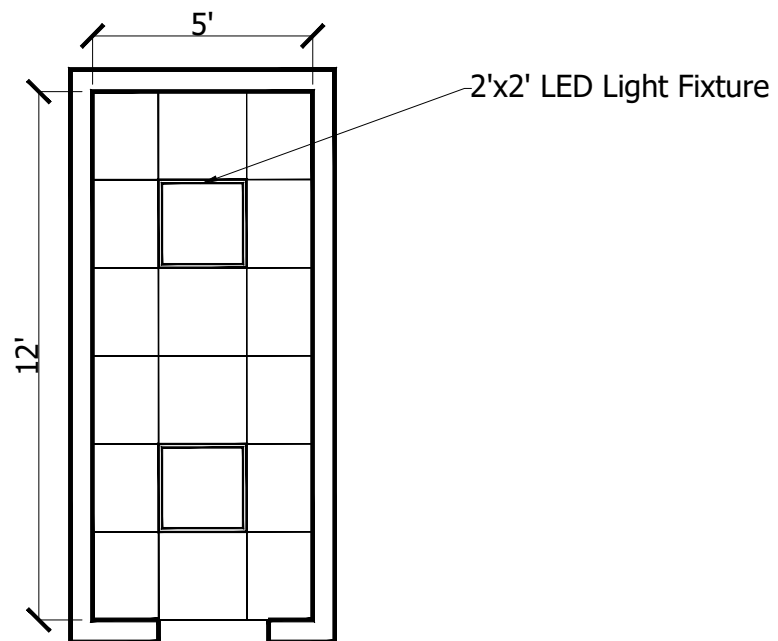
## Space Standards

Space type	<b>Small Storage</b>
Room dimensions	5-0" x 12' (60 sf)
Ceiling height	9'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2'x2' light fixtures. Lighting shall be on motion sensors rather than dual switching. Switches for lighting to be located at latch side of door.
Power	
Data	
Audio /Visual	
Security	
Natural lighting	
Finishes	The following finishes should be provided:
Floor:	Vinyl Composition Tile
Base:	4" rubber base with cove.
Wall:	Painted.
Ceiling:	2'x 2' acoustical ceiling tile, suspended in grid.
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door. Doors shall swing in to the room.
Acoustics	Provide a minimum sound transmission class (STC) and a noise criteria (NC) as is appropriate for the surrounding rooms.
Signage	
Furnishings/Contents	
Millwork	
Other	
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.

## Floor Plan



## Reflected Ceiling Plan



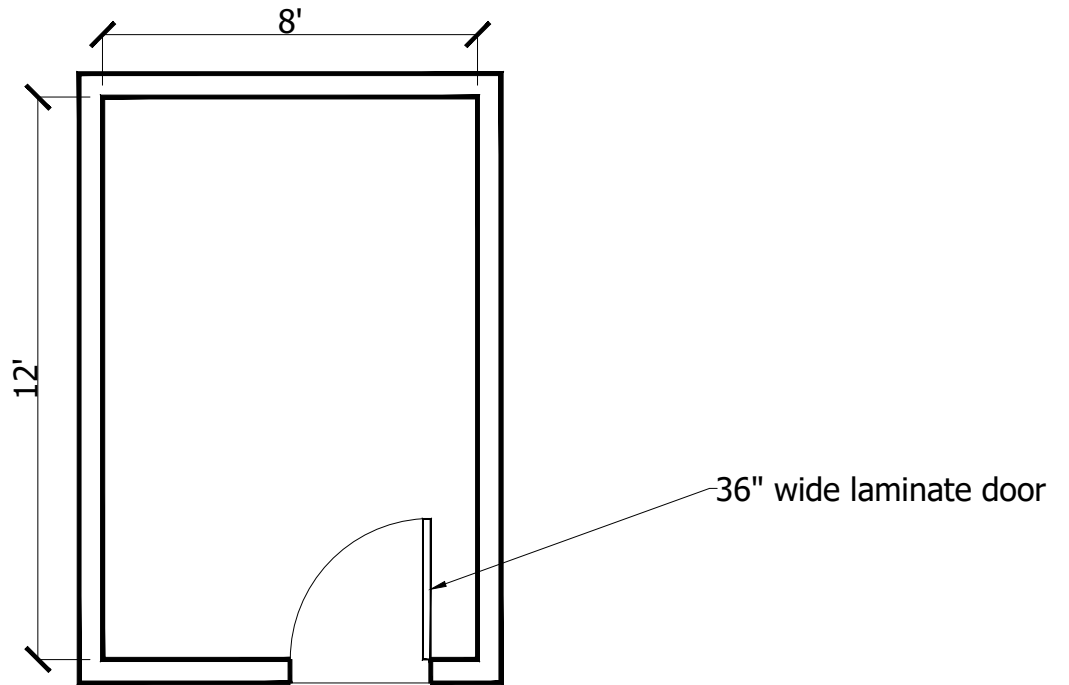
Small Storage Room - 60sqf



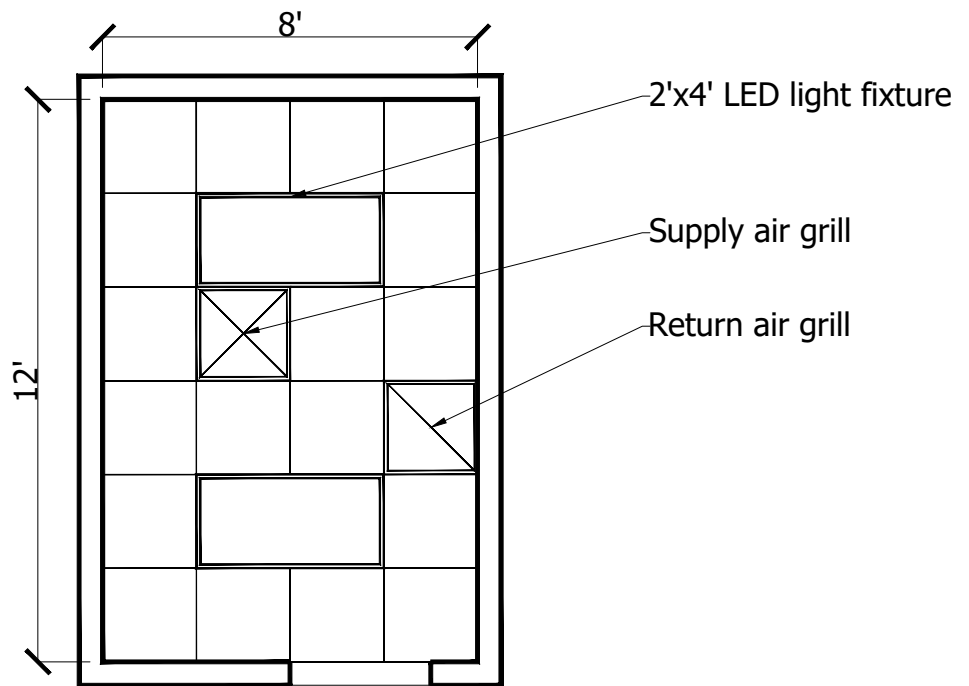
## Space Standards

Space type	<b>Large Storage</b>
Room dimensions	8-0" x 12' (96 sf)
Ceiling height	9'-0" recommended
Lighting	Provide general ambient lighting via lay-in 2'x4' light fixtures. Lighting shall be on motion sensors rather than dual switching. Switches for lighting to be located at latch side of door.
Power	
Data	
Audio /Visual	
Security	
Natural lighting	
Finishes	The following finishes should be provided:
Floor:	Vinyl Composition Tile
Base:	4" rubber base with cove.
Wall:	Painted.
Ceiling:	2'x 2' acoustical ceiling tile, suspended in grid.
Doors	Doors should be solid core wood with plastic laminate or stained birch veneer finish. A vision panel may be provided in the door. Doors shall swing in to the room.
Acoustics	Provide a minimum sound transmission class (STC) and a noise criteria (NC) as is appropriate for the surrounding rooms.
Signage	
Furnishings/Contents	
Millwork	
Other	
Remarks:	See Design Guidelines for other illumination, acoustical, and finish considerations.

# Floor Plan



# Reflected Ceiling Plan



Large Storage Room - 96sqf

