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See RFP from DFCM Website



SECTION II - FACILITY PROGRAM

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ACKNOWLEDGMENTS

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INTRODUCTION

Introduction

This study is a facility program for a new state Driver License Division & Department of Motor Vehicles Joint Facility in Draper, Utah. The work product was contract by the Division of Facilities Construction and Management (DFCM) of the State of Utah with Harris & Associates Salt Lake City office. The new facility will include space for the both the Driver License Division and the Division of Motor Vehicles (DLD+DMV) including associated site requirements.



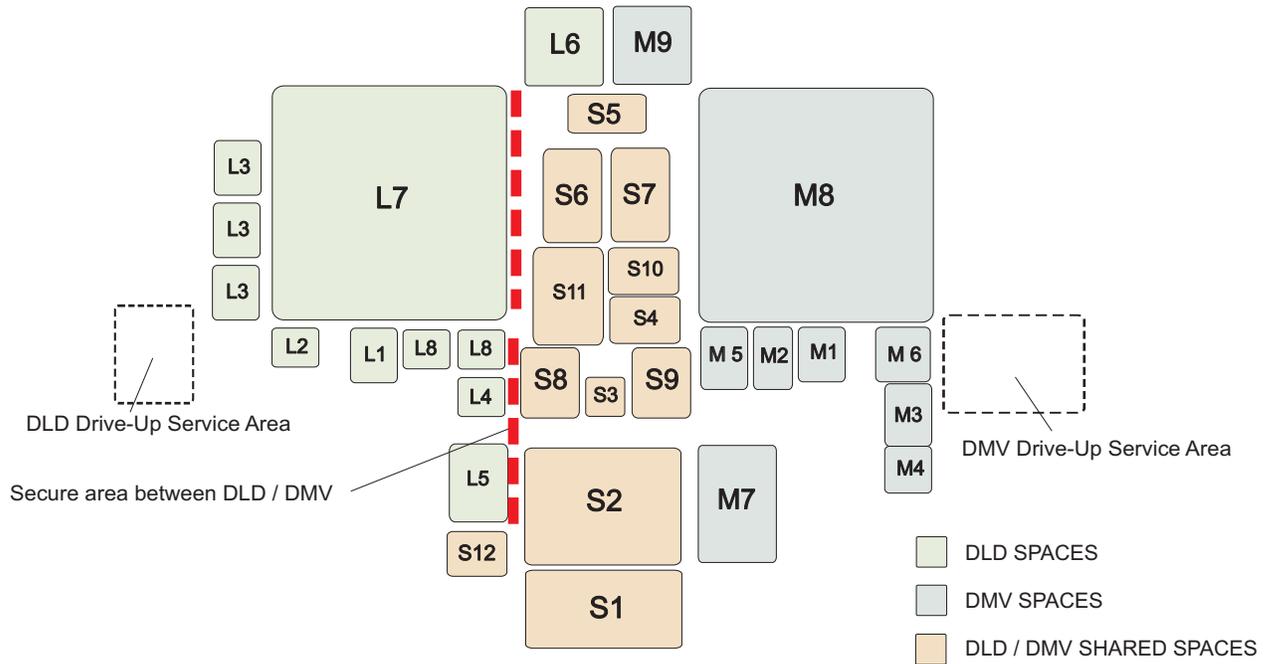
Project Methodology

The process for establishment of this work product consisted of first meeting with a representative of DFCM to gain general guidance and scope for the work. The work was further developed by meeting with each group of state agencies that will occupy the facility to gain a better understanding of their needs and special requirements. Site visits were made to study the site. After this information was gathered, a draft program of spaces, space diagrams, massing studies and affinity diagrams were developed. This draft was presented to DFCM and to each agency that will occupy the facility. The components of the study were carefully reviewed and changes made to meet the needs of each agency. All parties involved in the review and resulting changes agreed to the final work product. Please refer to the signature approval page in the front of this document.

Document Organization

This document is organized as a guide to developing a new DLD+DMV facility. The study is organized into three major sections: the RFP, the Facility Program, and an Appendices section. Guidelines and character of the facility and site are discussed in the Facility Program Section. Guidelines for Design Build contract, schedule and selection are contained in the RFP section. The Appendices contain information that augments the items discussed in the RFP and the Facility Program.

FACILITY AFFINITY DIAGRAM



AFFINITY DIAGRAM

DIAGRAM KEY

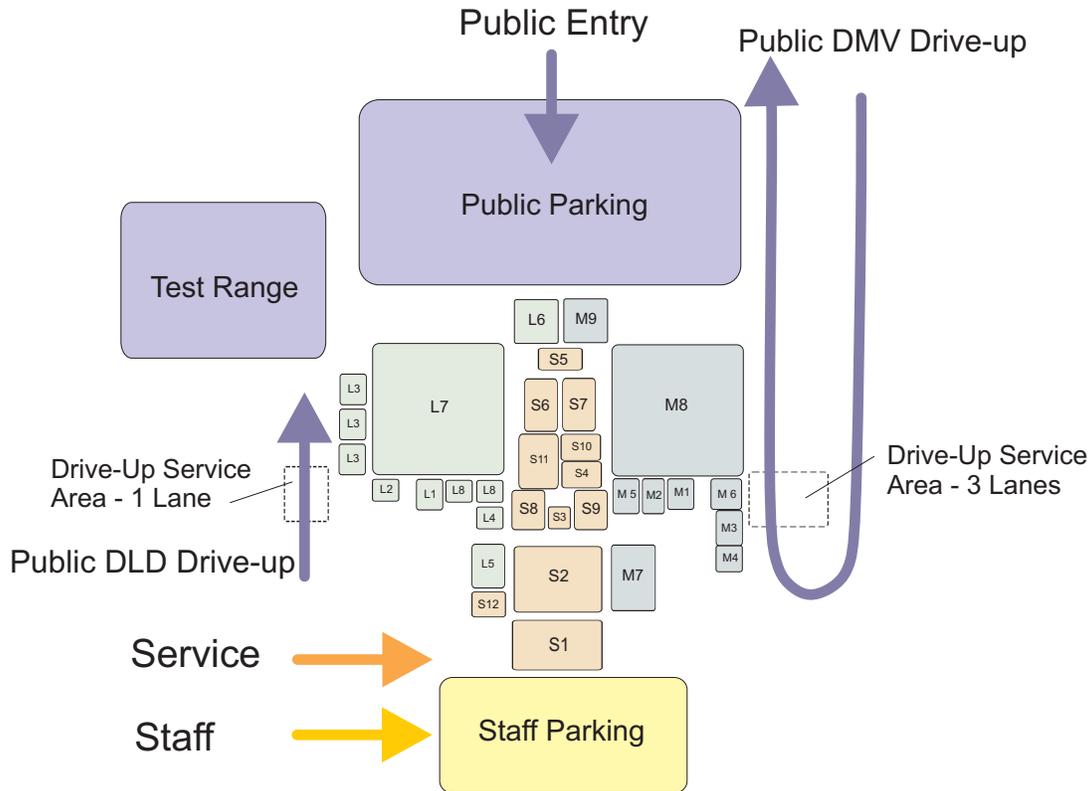
No.	SPACE DESCRIPTION	W	L	Total NSF	DLD
L1	Supervisor's Office	12	13	156	
L2	Assistant Supervisor's Office	10	12	120	
L3	Hearing Offices	12	13	156	
L4	Accounting Office	10	12	120	
L5	Storage Room	20	15	300	
L6	Vestibule/Lobby Area	20	20	400	
L8	Office Specialists Offices	10	12	120	

No.	SPACE DESCRIPTION	W	L	Total NSF	DMV
M1	Manager Office	12	13	156	
M2	Assistant Work Area	10	16	160	
M3	Money Counting Room	12	16	192	
M4	Deposit Prep Room	12	12	144	
M5	Dealer Service Area	16	16	256	
M6	Drive Thru Service Area Office	14	14	196	
M7	Storage Room	20	35	700	
M8	Customer Service Area	50	80	4,000	
M9	Queuing and Lobby Area (incl. Q desk)	20	20	400	

No.	SPACE DESCRIPTION	W	L	Total NSF	COMMON
S1	Staff Break Room (60 half-lockers)	32	22	704	
S2	Conference / Training Room (Dividable)	30	40	1,200	
S3	Janitorial Closet	10	10	100	
S4	Telephone/IT Room	14	18	252	
S5	Public Vending Area	10	20	200	
S6	Public Restrooms - Men (10)	10	36	360	
S7	Public Restrooms - Women (12)	10	36	360	
S8	Staff Restrooms-Men (6)	10	26	260	
S9	Staff Restrooms-Women (6)	10	26	260	
S10	Electrical Room	12	18	216	
S11	Mechanical Room	20	25	500	
S12	Loading Dock	15	20	300	

NOTE: THIS ILLUSTRATION IS DIAGRAMATIC ONLY. IT IS NOT INTENDED TO BE THE ACTUAL LAYOUT OF THESE SPACES

SITE AFFINITY DIAGRAM



SITE AFFINITIES & CIRCULATION

Site Considerations

The site for this project is located east of the State Prison in Draper, Utah. The site is a northwest facing site with an approximate 30'-0" drop in topography from south to north. The site is located east of the I-15 frontage road (Minuteman Drive) in the area of Sivogah Court (14525 South). The site is divided by Sivogah Court Street in the lower 1/3 of the site. Please refer to the survey included in Appendix C for more information.

Site requirements are:

1. Public Parking - 340 cars and Staff Parking - 60 cars, with separate drive entry.
2. Two drive-up service windows: DLD two car capacity; DMV three rows, 30-car capacity. Drive-up traffic will not cross public parking circulation and have separate entry/exit points.
3. Provide a separate entry for staff and public.
4. Test range 230'-0" x 130'-0"
 - a. Motorcycle testing range
 - b. Commercial Driver testing range plan on fully loaded semi trucks
5. Single loading dock area; can be accessed via staff parking area.
6. Pole mounted interior illuminated double-sided exterior sign. Needs to be located for high visibility on frontage road in either direction. Sign design needs to be coordinated with DLD+DMV. Design Build team to locate, provide power and on/off switch in Building.
7. Site furniture: trash/cigarette containers at all entry points; bike rack for seven bikes at public and staff entries; pedestrian seating for three at staff and public entry; and 30' flag pole at the public entry.

NOTE: THIS ILLUSTRATION IS DIAGRAMATIC ONLY. IT IS NOT INTENDED TO BE THE ACTUAL LAYOUT OF THESE SPACES

SPACE LIST

GROUP	No.	SPACE DESCRIPTION	W	L	Total NSF	No. Spaces	SubNSF	FACTOR	GSF
DLD	L1	Supervisor's Office	12	13	156	1	156	1.33	208
	L2	Assistant Supervisor's Office	10	12	120	1	120	1.33	160
	L3	Hearing Offices	12	13	156	3	468	1.33	624
	L4	Accounting Office	10	12	120	1	120	1.33	160
	L5	Storage Room	20	15	300	1	300	1.33	400
	L6	Vestibule/Lobby Area	20	20	400	1	400	1.33	533
	L7	Customer Service Area	50	80	4,000	1	4,000	1.33	5,333
	L8	Office Specialists Offices	10	12	120	2	240	1.33	320

Subtotal DLD **5,804** **7,739**

GROUP	No.	SPACE DESCRIPTION	W	L	Total NSF	No. Spaces	SubNSF	FACTOR	GSF
DMV	M1	Manager Office	12	13	156	1	156	1.33	208
	M2	Assistant Work Area	10	16	160	1	160	1.33	213
	M3	Money Counting Room	12	16	192	1	192	1.33	256
	M4	Deposit Prep Room	12	12	144	1	144	1.33	192
	M5	Dealer Service Area	16	16	256	1	256	1.33	341
	M6	Drive Thru Service Area Office	14	14	196	1	196	1.33	261
	M7	Storage Room	20	35	700	1	700	1.33	933
	M8	Customer Service Area	50	80	4,000	1	4,000	1.33	5,333
	M9	Queuing and Lobby Area (incl. Q desk)	20	20	400	1	400	1.33	533

Subtotal DMV **6,204** **8,272**

GROUP	No.	SPACE DESCRIPTION	W	L	Total NSF	No. Spaces	SubNSF	FACTOR	GSF
COMMON	S1	Staff Break Room (60 half-lockers)	32	22	704	1	704	1.33	939
	S2	Conference / Training Room (Dividable)	30	40	1,200	1	1,200	1.33	1,600
	S3	Janitorial Closet	10	10	100	1	100	1.33	133
	S4	Telephone/IT Room	14	18	252	1	252	1.33	336
	S5	Public Vending Area	10	20	200	1	200	1.33	267
	S6	Public Restrooms - Men (10)	10	36	360	1	360	1.33	480
	S7	Public Restrooms - Women (12)	10	36	360	1	360	1.33	480
	S8	Staff Restrooms-Men (6)	10	26	260	1	260	1.33	347
	S9	Staff Restrooms-Women (6)	10	26	260	1	260	1.33	347
	S10	Electrical Room	12	18	216	1	216	1.33	288
	S11	Mechanical Room	20	25	500	1	500	1.33	667
	S12	Loading Dock	15	20	300	1	300	1.33	400

Subtotal Common Areas **4,712** **6,283**

Grand Total DMV+DLD (Construction Cost Only) **16,720** **-** **22,293**

SYMBOL KEY:

 : Wall Duplex Power Outlet

 : Wall 4-plex Power Outlet

 : Wall 4-Plex Outlet - 2 Voice / 2 Data

 : Floor Duplex Power Outlet

 : Floor 4-Plex Outlet - 2 Voice / 2 Data

 : Light Switch

 : Motion Sensor

 : Flatscreen Computer Monitor (NIC)

 : Computer Keyboard (NIC)

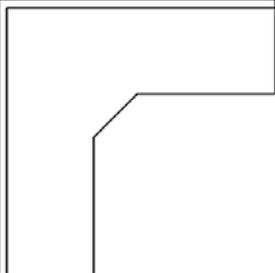
 : Telephone w/ Answering Machine

 : Desktop Printer (NIC)

 : Task Chair, with Arms

 : Task Chair, Armless

 : Stacking Chair, Armless

 : Modular Office Desk

SPACE CRITERIA **SUPERVISOR'S OFFICE L1**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type	<input type="checkbox"/>	Open Modular furniture <input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	Fixed - private
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Supervise employees. Assist customers; needs access to public, including window to view
3	<input checked="" type="checkbox"/> Hours of Operation: Monday-Friday	<input checked="" type="checkbox"/>	From: 7:00 a.m. To: 6:00 p.m. Days: M - F
		<input type="checkbox"/>	Facility Standard
4	<input checked="" type="checkbox"/> Size		Width: 12 Length: 13 Area: 156
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 10ft
6	<input checked="" type="checkbox"/> Ceiling type	<input checked="" type="checkbox"/>	Acoustical Lay-In Ceiling
		<input type="checkbox"/>	Sheet Rock
		<input type="checkbox"/>	Open to Structure
		<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/>	Direct Fluorescence
		<input checked="" type="checkbox"/>	Indirect Fluorescence
		<input checked="" type="checkbox"/>	Day Lighting -- Needs a window
		<input type="checkbox"/>	Special
8	<input checked="" type="checkbox"/> Number of Occupants		Number: 1
9	<input checked="" type="checkbox"/> Number of Visitors		Number: 2-3
10	<input checked="" type="checkbox"/> Security	<input type="checkbox"/>	None
	<i>Different hours than DMV-secure each facility.</i>	<input checked="" type="checkbox"/>	Other: Motion sensors
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)		Computer Printer
12	<input checked="" type="checkbox"/> Equipment in Construction Contract		Locking door - push button. Window to view public.
13	<input checked="" type="checkbox"/> Power Outlets	<input checked="" type="checkbox"/>	Number of Standard duplex outlets: 4 = one on each wall
14	<input type="checkbox"/> Special Power		Special outlets and voltage:
15	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/>	Work Chair - Number: 1 Size:
		<input checked="" type="checkbox"/>	Side Chair - Number 3 Size:
			Other Chairs - Type: Number: Size:
			Other Chairs - Type: Number: Size:
			Tables - Type: Number: Size:
			Tables - Type: Number: Size:
		<input checked="" type="checkbox"/>	File - Types: Vertical Number: 2 Size: 5 drawer
		<input checked="" type="checkbox"/>	File - Types: Lateral Number: 1 Size: 4 drawer
			File - Types: Number: Size:
			Other:
		<input checked="" type="checkbox"/>	Modular furniture.
		<input checked="" type="checkbox"/>	Open shelf - 3 shelves, 4ft. X 3 ft.

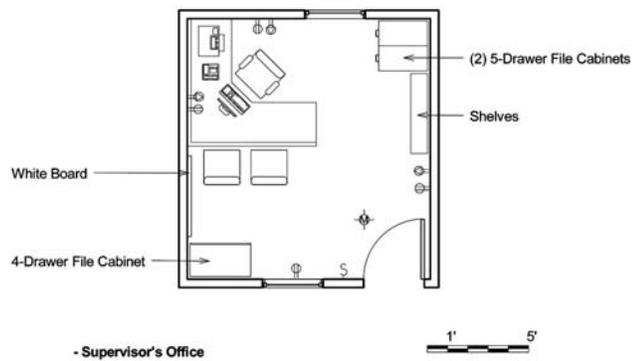
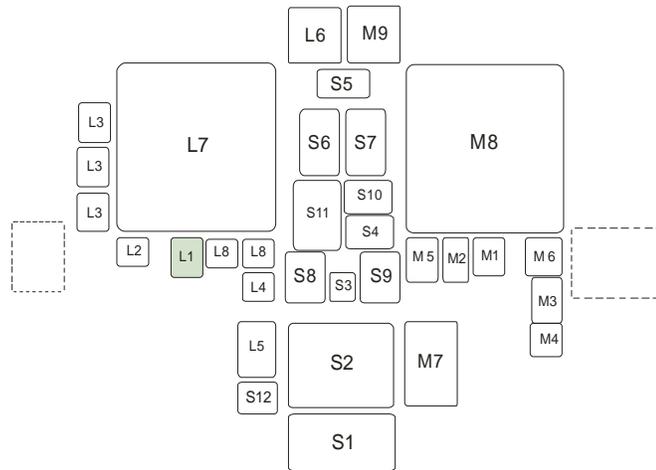
SPACE CRITERIA

SUPERVISOR'S OFFICE L1

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rail only on wall adjacent to guest chairs, to measure up with chair size	<input type="checkbox"/>	None
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 3
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 3 = 4-plex: 2 voice, 2 data
			Special power:
21	<input checked="" type="checkbox"/> Audio Visual	<input type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input checked="" type="checkbox"/>	White Boards - Size: 3 x 4 Number: 1
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
23	<input checked="" type="checkbox"/> Acoustical Control	<input type="checkbox"/>	Standard
		<input checked="" type="checkbox"/>	Special: Sound proof walls: Assign S.T.C. Rating 50-55
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

SUPERVISOR'S OFFICE L1



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space

SPACE CRITERIA **ASSISTANT SUPERVISOR'S OFFICE L2**

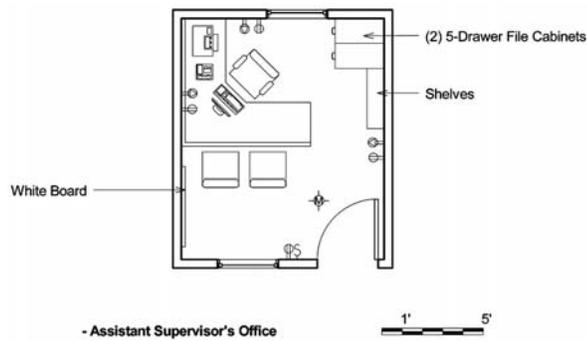
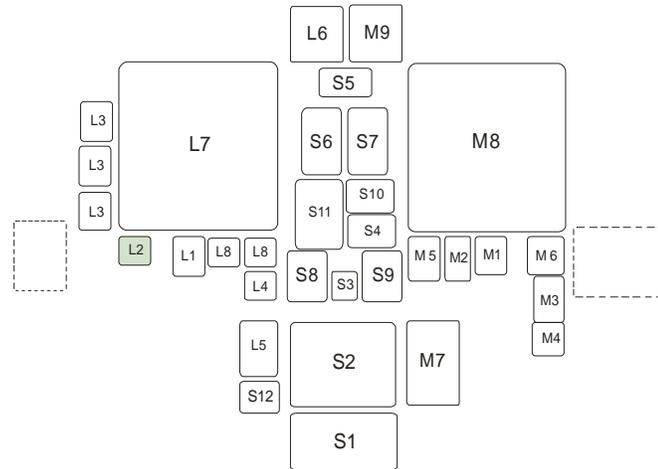
NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/> NOTE
1	<input checked="" type="checkbox"/> Space Type	<input type="checkbox"/> Open Modular furniture <input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/> Fixed - private
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/> Assist employees & customer stations; needs access to public, including window to view
3	<input checked="" type="checkbox"/> Hours of Operation: Monday-Friday	<input checked="" type="checkbox"/> From: 7:00 a.m. To: 6:00 p.m. Days: M - F
		<input type="checkbox"/> Facility Standard
4	<input checked="" type="checkbox"/> Size	Width: 10
		Length: 12
		Area: 120
5	<input checked="" type="checkbox"/> Ceiling height	Height from floor: 10ft
6	<input checked="" type="checkbox"/> Ceiling type	<input checked="" type="checkbox"/> Acoustical Lay-In Ceiling
		<input type="checkbox"/> Sheet Rock
		<input type="checkbox"/> Open to Structure
		<input type="checkbox"/> Other
7	<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/> Direct Fluorescence
		<input checked="" type="checkbox"/> Indirect Fluorescence
		<input checked="" type="checkbox"/> Day Lighting -- Needs a window
		<input type="checkbox"/> Special
8	<input checked="" type="checkbox"/> Number of Occupants	Number: 1
9	<input checked="" type="checkbox"/> Number of Visitors	Number: 2-3
10	<input checked="" type="checkbox"/> Security	<input type="checkbox"/> None
	<i>Different hours than DMV-secure each facility.</i>	<input checked="" type="checkbox"/> Other: Motion sensors
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)	Computer
		Printer
12	<input checked="" type="checkbox"/> Equipment in Construction Contract	Locking door - push button.
		Window to view public.
13	<input checked="" type="checkbox"/> Power Outlets	<input checked="" type="checkbox"/> Number of Standard duplex outlets: 4 = one on each wall
14	<input type="checkbox"/> Special Power	Special outlets and voltage:
15	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/> Work Chair - Number: 1 Size:
		<input checked="" type="checkbox"/> Side Chair - Number 3 Size:
		Other Chairs - Type: Number: Size:
		Other Chairs - Type: Number: Size:
		Tables - Type: Number: Size:
		Tables - Type: Number: Size:
		<input checked="" type="checkbox"/> File - Types: Vertical Number: 2 Size: 5 drawer
		File - Types: Number: Size:
		File - Types: Number: Size:
		Other:
		<input checked="" type="checkbox"/> Modular furniture.
		<input checked="" type="checkbox"/> Open shelf - 4 shelves; 6ft. X 3 ft.

SPACE CRITERIA ASSISTANT SUPERVISOR'S OFFICE L2

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rail only on wall adjacent to guest chairs, to measure up with chair size	<input type="checkbox"/>	None
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 3
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 3 = 4-plex: 2 voice, 2 data
			Special power:
21	<input checked="" type="checkbox"/> Audio Visual	<input type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input checked="" type="checkbox"/>	White Boards - Size: 3 x 4 Number: 1
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
23	<input checked="" type="checkbox"/> Acoustical Control	<input type="checkbox"/>	Standard
		<input checked="" type="checkbox"/>	Special: Sound proof walls: Assign S.T.C. Rating 50-55
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

ASSISTANT SUPERVISOR'S OFFICE L2



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA

HEARING OFFICES L3

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type	<input type="checkbox"/>	Open Modular furniture <input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	Fixed - private
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Hearings re: suspended, revoking, suspended Driver's Licenses.
3	<input checked="" type="checkbox"/> Hours of Operation: Monday-Friday	<input checked="" type="checkbox"/>	From: 8:00 a.m. To: 5:00 p.m. Days: M - F
		<input type="checkbox"/>	Facility Standard
4	<input checked="" type="checkbox"/> Size		Width: 12
			Length: 13
			Area: 156
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 10 ft.
6	<input checked="" type="checkbox"/> Ceiling type	<input checked="" type="checkbox"/>	Acoustical Lay-In Ceiling
		<input type="checkbox"/>	Sheet Rock
		<input type="checkbox"/>	Open to Structure
		<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/>	Direct Fluorescence
		<input checked="" type="checkbox"/>	Indirect Fluorescence
		<input checked="" type="checkbox"/>	Day Lighting -- One outside window preferred.
		<input type="checkbox"/>	Special
8	<input checked="" type="checkbox"/> Number of Occupants		Number: 1
9	<input checked="" type="checkbox"/> Number of Visitors		Number: 5 or 6
10	<input checked="" type="checkbox"/> Security	<input type="checkbox"/>	None
	<i>*All hearing offices must be Soundproofed. Different hours than DMV-secure each facility.</i>	<input checked="" type="checkbox"/>	Other: Motion sensors
			Need small window to hallway for safety issues / view inside.
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)		Computer
			Printer
12	<input checked="" type="checkbox"/> Equipment in Construction Contract		Need small window to hallway for safety issues / view inside.
13	<input checked="" type="checkbox"/> Power Outlets	<input checked="" type="checkbox"/>	Number of Standard duplex outlets: 4 = one on each wall
14	<input type="checkbox"/> Special Power		Special outlets and voltage:
15	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/>	Work Chair - Number: 1 Size:
		<input checked="" type="checkbox"/>	Side Chair - Number 5 Size:
			Other Chairs - Type: Number: Size:
			Other Chairs - Type: Number: Size:
			Tables - Type: Number: Size:
			Tables - Type: Number: Size:
		<input checked="" type="checkbox"/>	File - Types: Vertical Number: 1 Size: 4 drawer
			File - Types: Number: Size:
			File - Types: Number: Size:
			Other:
		<input checked="" type="checkbox"/>	Modular furniture.

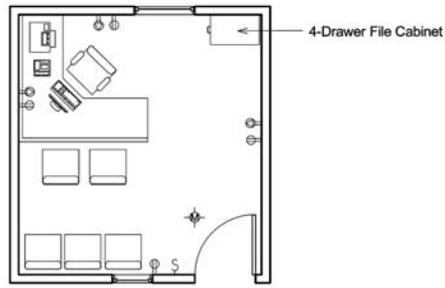
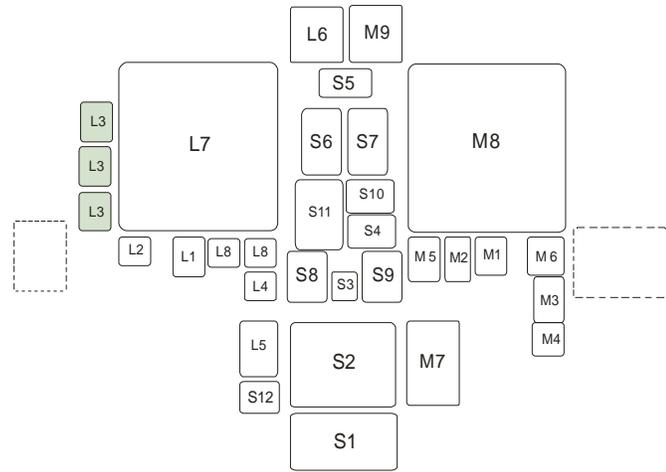
SPACE CRITERIA

HEARING OFFICES L3

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rail only on wall adjacent to guest chairs, to measure up with chair size	<input type="checkbox"/>	None
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 3
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 3 = 4-plex: 2 voice, 2 data
			Special power:
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: _____ Number: _____
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements <i>Put thermostat in hallway; not individual rooms.</i>	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
23	<input checked="" type="checkbox"/> Acoustical Control	<input type="checkbox"/>	Standard
		<input checked="" type="checkbox"/>	Special: Sound proof walls: Assign S.T.C. Rating 50-55
24	<input type="checkbox"/> Other Requirements		Provide a small side window beside office door for protection - view inside.

SPACE CRITERIA

HEARING OFFICES L3



- Hearing Offices

NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA

ACCOUNTING OFFICE L4

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type	<input type="checkbox"/>	Open Modular furniture <input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	Fixed - private
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Secure money; control documents; financial responsibilities.
3	<input checked="" type="checkbox"/> Hours of Operation: Monday-Friday	<input checked="" type="checkbox"/>	From: 7:00 a.m. To: 6:00 p.m. Days: M - F
		<input type="checkbox"/>	Facility Standard
4	<input checked="" type="checkbox"/> Size		Width: 10
			Length: 12
			Area: 120
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 10 ft.
6	<input checked="" type="checkbox"/> Ceiling type	<input checked="" type="checkbox"/>	Acoustical Lay-In Ceiling
		<input type="checkbox"/>	Sheet Rock
		<input type="checkbox"/>	Open to Structure
		<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/>	Direct Fluorescence
		<input checked="" type="checkbox"/>	Indirect Fluorescence
		<input type="checkbox"/>	Day Lighting - No outside window.
		<input type="checkbox"/>	Special
8	<input checked="" type="checkbox"/> Number of Occupants		Number: 1
9	<input checked="" type="checkbox"/> Number of Visitors		Number: 1
10	<input checked="" type="checkbox"/> Security	<input type="checkbox"/>	None
	<i>Different hours than DMV-secure each facility.</i>	<input checked="" type="checkbox"/>	Other: Motion sensors
			Secured lock, key only
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)		Computer
			Printer
			Money Safe
12	<input checked="" type="checkbox"/> Equipment in Construction Contract		
13	<input checked="" type="checkbox"/> Power Outlets	<input checked="" type="checkbox"/>	Number of Standard duplex outlets: 4 = one on each wall
14	<input type="checkbox"/> Special Power		Special outlets and voltage:
15	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/>	Work Chair - Number: 1 or 2? Size:
	Does space need to accommodate 1 or 2 staff?	<input checked="" type="checkbox"/>	Side Chair - Number 2 Size:
			Other Chairs - Type: Number: Size:
			Other Chairs - Type: Number: Size:
			Tables - Type: Number: Size:
			Tables - Type: Number: Size:
		<input checked="" type="checkbox"/>	File - Types: Vertical Number: 1 Size: 4 drawer
			File - Types: Number: Size:
			File - Types: Number: Size:
			Other:
		<input checked="" type="checkbox"/>	Modular furniture.

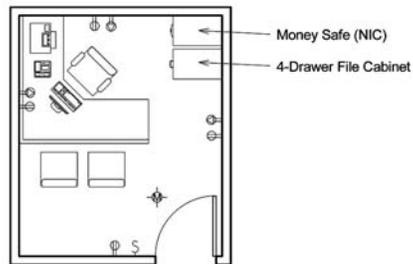
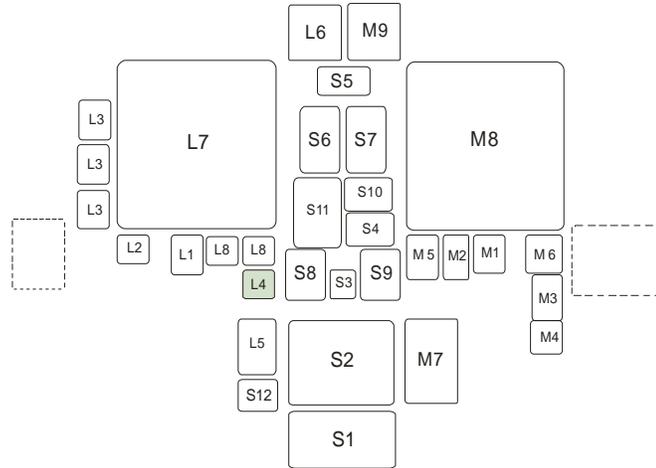
SPACE CRITERIA

ACCOUNTING OFFICE L4

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rail only on wall adjacent to guest chairs, to measure up with chair size	<input type="checkbox"/>	None
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 3
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 3 = 4-plex: 2 voice, 2 data
			Special power:
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: _____ Number: _____
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control	<input type="checkbox"/>	Standard
		<input checked="" type="checkbox"/>	Special: Sound proof walls: Assign S.T.C. Rating 50-55
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

ACCOUNTING OFFICE L4



- Accounting Offices



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **STORAGE ROOM L5**

NO.	☑	ITEM	☑	NOTE
1	<input checked="" type="checkbox"/>	Space Type	<input type="checkbox"/>	Open Modular furniture <input type="checkbox"/>
			<input checked="" type="checkbox"/>	Fixed
2	<input checked="" type="checkbox"/>	Function	<input checked="" type="checkbox"/>	Copying + Faxing + Mailing room Stores office supplies + paper
3	<input checked="" type="checkbox"/>	Hours of Operation: Monday-Friday	<input checked="" type="checkbox"/>	From: 7:00 a.m. To: 6:00 p.m. Days: M - F
			<input type="checkbox"/>	Facility Standard
4	<input checked="" type="checkbox"/>	Size		Width: 20 Length: 15 Area: 300
5	<input checked="" type="checkbox"/>	Ceiling height		Height from floor: 10 ft
6	<input checked="" type="checkbox"/>	Ceiling type	<input checked="" type="checkbox"/>	Acoustical Lay-In Ceiling
			<input type="checkbox"/>	Sheet Rock
			<input type="checkbox"/>	Open to Structure
			<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/>	Lighting	<input checked="" type="checkbox"/>	Direct Fluorescence
			<input type="checkbox"/>	Indirect Fluorescence
			<input type="checkbox"/>	Day Lighting
			<input type="checkbox"/>	Special
8	<input type="checkbox"/>	Number of Occupants		Number:
9	<input type="checkbox"/>	Number of Visitors		Number:
10	<input checked="" type="checkbox"/>	Security	<input type="checkbox"/>	None.
		<i>Different hours than DMV-secure each facility.</i>	<input checked="" type="checkbox"/>	Other: Storage room locked up at night.
11	<input checked="" type="checkbox"/>	Equipment Not In Contract (NIC)		Copier machine (floor and table top versions) Fax machine Scanners Shredder and Shred-safe garbage cans
12	<input checked="" type="checkbox"/>	Equipment in Construction Contract		Millwork for cabinets.
13	<input checked="" type="checkbox"/>	Power Outlets	<input checked="" type="checkbox"/>	Apprx. 10 duplex outlets along each wall; some at countertop height and on walls.
14	<input checked="" type="checkbox"/>	Special Power		Special outlets and voltage: Copiers (2) - designaged 20 amp breaker
15	<input checked="" type="checkbox"/>	Furniture	<input type="checkbox"/>	Work Chair - Number: Size:
			<input type="checkbox"/>	Side Chair - Number: Size:
				Other Chairs - Type: Number: Size:
				Other Chairs - Type: Number: Size:
				Tables - Type: Number: Size:
				Tables - Type: Number: Size:
				File - Types: Number: Size:
				File - Types: Number: Size:
				File - Types: Number: Size:
			<input checked="" type="checkbox"/>	Other: Built-in cabinets, countertops

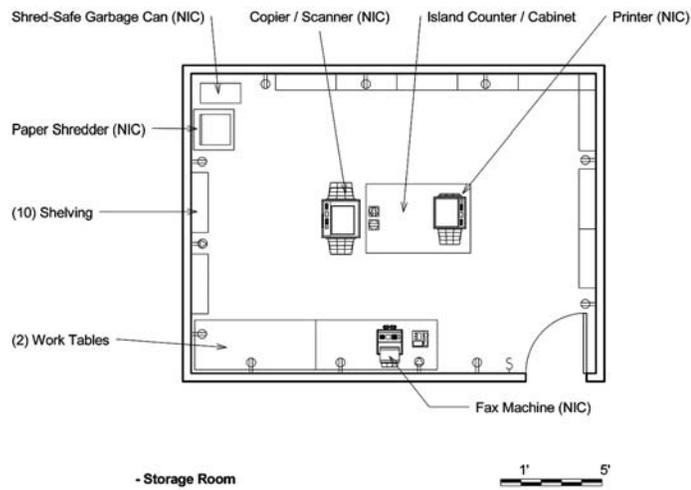
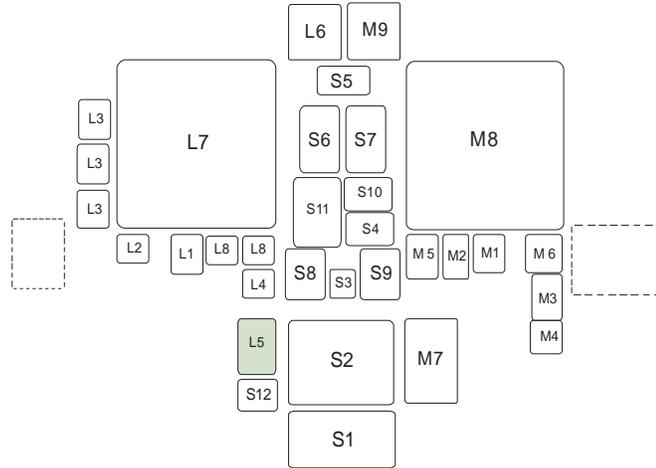
SPACE CRITERIA

STORAGE ROOM L5

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length)	<input type="checkbox"/>	None
		<input checked="" type="checkbox"/>	Type: Wall cabinets Length: 2 x 11
		<input checked="" type="checkbox"/>	Type: Countertops Length: 24' x 11 ft.
		<input checked="" type="checkbox"/>	Type: Island Length: 3' 6" x 5' 2"
		<input checked="" type="checkbox"/>	Type: Shelves Length: 2-1/2 ft. x 6 ft.
		<input checked="" type="checkbox"/>	Shelving access from both sides of island.
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 3
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special: 1 Fax Machine
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 3 = 4-plex: 2 voice, 2 data
			Special power:
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: _____ Number: _____
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input checked="" type="checkbox"/> Other Requirements		No windows.
			DLD had storage room access to stations and staffing areas; thus carpet.

SPACE CRITERIA

STORAGE ROOM L5



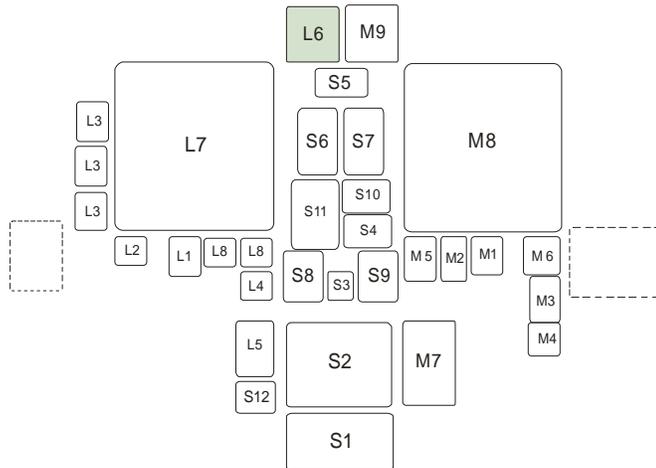
NOTE: This illustration is diagramatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **VESTIBULE / LOBBY AREA L6**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input checked="" type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rails only on walls with guest chairs, to measure up with chair size.	<input type="checkbox"/>	None
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input type="checkbox"/> Telephone	<input type="checkbox"/>	Number of Outlets:
		<input type="checkbox"/>	Number of Handset: _____ NIC: <input type="checkbox"/>
			Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/>	Number of Outlets:
			Special Power:
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: _____ Number: _____
		<input type="checkbox"/>	Other:
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input checked="" type="checkbox"/>	Other: Ceiling fans have provided much needed relief. If new A/C can handle it, ceiling fans may not be needed.
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

VESTIBULE / LOBBY AREA L6



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **CUSTOMER SERVICE AREA L7**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type "L" shape; allows to add space later	<input checked="" type="checkbox"/>	Open Modular furniture <input checked="" type="checkbox"/> Fixed - private <input type="checkbox"/>
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Stations to service public.
3	<input checked="" type="checkbox"/> Hours of Operation: Monday-Friday	<input checked="" type="checkbox"/>	From: 7:00 a.m. To: 6:00 p.m. Days: M - F Facility Standard <input type="checkbox"/>
4	<input checked="" type="checkbox"/> Size		Width: 50 Length: 80 Area: 4,000
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 10 ft
6	<input checked="" type="checkbox"/> Ceiling type	<input checked="" type="checkbox"/>	Acoustical Lay-In Ceiling
		<input type="checkbox"/>	Sheet Rock
		<input type="checkbox"/>	Open to Structure
		<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/>	Direct Fluorescence
		<input checked="" type="checkbox"/>	Indirect Fluorescence
		<input checked="" type="checkbox"/>	Day Lighting - Several outside windows preferred for atmosphere + lighting.
		<input type="checkbox"/>	Special
8	<input checked="" type="checkbox"/> Number of Occupants		Number: 1 employee at each station
9	<input checked="" type="checkbox"/> Number of Visitors		Number: 60+ customers at any given time; 150 seating.
10	<input checked="" type="checkbox"/> Security <i>Different hours than DMV-secure each facility.</i>	<input type="checkbox"/>	None -- No panic buttons?
		<input checked="" type="checkbox"/>	Other: Motion sensors Bubble cameras + security cameras over each station. TV monitors of public viewing.
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)		Herman Miller stations Computer(s) + Printer(s) + Eye Testing Machines TV monitors Cash registers + credit card readers
12	<input checked="" type="checkbox"/> Equipment in Construction Contract <i>One Entrance door; need Two Exit doors.</i>		Q-matric numbering system Ceiling fans Handicap automatic push door openers Drinking fountains (2)
13	<input checked="" type="checkbox"/> Power Outlets	<input checked="" type="checkbox"/>	Each station needs multiple power and data outlets; run through Herman Miller furniture. Number of Standard duplex outlets: 8 - duplex outlets; 2 each along back walls.
14	<input checked="" type="checkbox"/> Special Power	<input checked="" type="checkbox"/>	Special outlets and voltage: Testing kiosks will need 1 power and 1 data outlet each.
15	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/>	Work Chair - Number: 1 per Intake station Size: High drafting chair
		<input type="checkbox"/>	Side Chair - Number: Size:
			Other Chairs - Type: Number: Size:
			Other Chairs - Type: Number: Size:
			Tables - Type: Number: Size:
			Tables - Type: Number: Size:
		<input checked="" type="checkbox"/>	File - Types: Filing drawers Number: Size:
			File - Types: Number: Size:
			File - Types: Number: Size:
			Other:
		<input checked="" type="checkbox"/>	Herman Miller modular furniture for all stations + testing area.
		<input checked="" type="checkbox"/>	Customer waiting chairs (approx. 150)
		<input checked="" type="checkbox"/>	Testing area chairs - 25

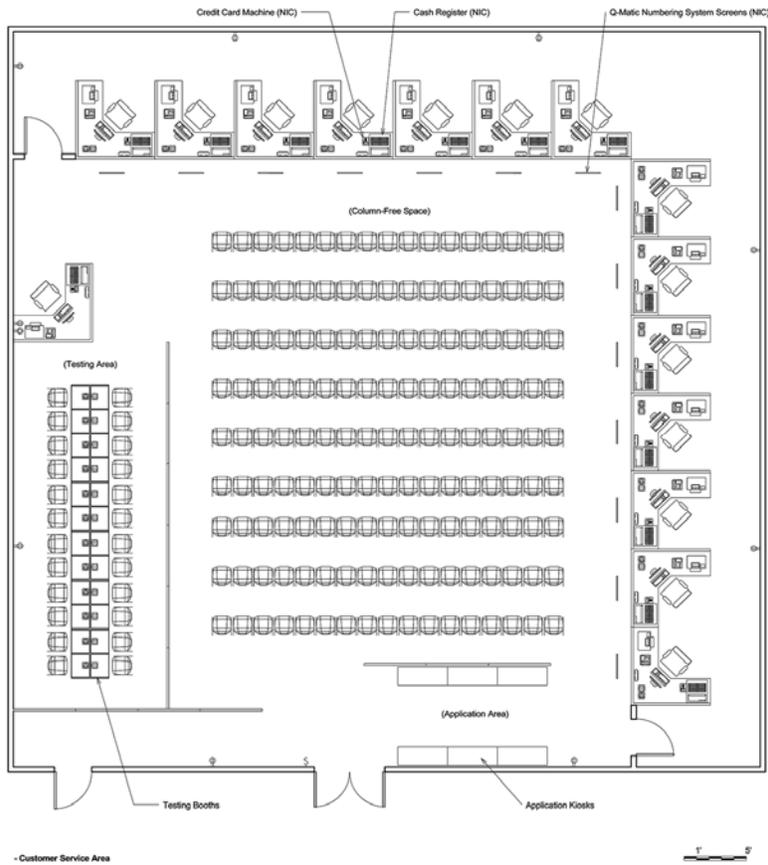
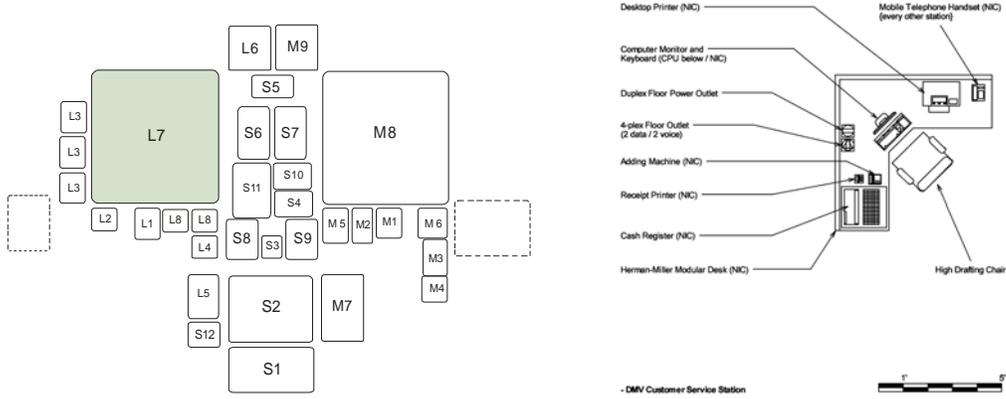
SPACE CRITERIA

CUSTOMER SERVICE AREA L7

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet - Behind the customer service stations and to back wall (& into offices.)
		<input type="checkbox"/>	Vinyl Tile
		<input checked="" type="checkbox"/>	Ceramic Tile - Main lobby area with customers.
		<input type="checkbox"/>	Sealed Concrete:
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input checked="" type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length)	<input type="checkbox"/>	None
	Chair rails in testing area and public waiting area, none behind intake areas - to measure up with chair size		Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 2 per Intake station
		<input checked="" type="checkbox"/>	Number of Handset: 1 per Intake station NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 2 outlets on each wall.
		<input checked="" type="checkbox"/>	Special power: Conduit running through Herman Miller.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: _____ Number: _____
		<input type="checkbox"/>	Other:
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input checked="" type="checkbox"/>	Other: Ceiling fans over lobby operated on light switch. Fans at individual stations operated on individual control.
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input checked="" type="checkbox"/> Other Requirements		*COLUMN-FREE SPACE*
	Testing Kiosks - 20 each. Need 1 duplex and 1 data outlet, each.		Speakers for Q-matic system
			Public view security monitors
			Extensive security cameras (12)+
			Cameras to capture above each station + testing areas.
			One Entrance door; need Two Exit doors.

SPACE CRITERIA

CUSTOMER SERVICE AREA L7



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space. The configuration and length & width orientation should not be construed as rigid.

SPACE CRITERIA **OFFICE SPECIALISTS OFFICES L8**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type	<input type="checkbox"/>	Open Modular furniture <input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	Fixed - private
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Statistical reporting, money reports, switchboard operator.
3	<input checked="" type="checkbox"/> Hours of Operation: Monday-Friday	<input checked="" type="checkbox"/>	From: 7:00 a.m. To: 6:00 p.m. Days: M - F
		<input type="checkbox"/>	Facility Standard
4	<input checked="" type="checkbox"/> Size		Width: 10
			Length: 12
			Area: 120
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 10ft
6	<input checked="" type="checkbox"/> Ceiling type	<input checked="" type="checkbox"/>	Acoustical Lay-In Ceiling
		<input type="checkbox"/>	Sheet Rock
		<input type="checkbox"/>	Open to Structure
		<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/>	Direct Fluorescence
		<input checked="" type="checkbox"/>	Indirect Fluorescence
		<input checked="" type="checkbox"/>	Day Lighting
		<input type="checkbox"/>	Special
8	<input checked="" type="checkbox"/> Number of Occupants		Number: 1
9	<input checked="" type="checkbox"/> Number of Visitors		Number: 1
10	<input checked="" type="checkbox"/> Security	<input type="checkbox"/>	None
	<i>Different hours than DMV-secure each facility.</i>	<input checked="" type="checkbox"/>	Other: Motion sensors
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)		Computer
			Printer
			Switchboard
12	<input checked="" type="checkbox"/> Equipment in Construction Contract		Window in all offices.
13	<input checked="" type="checkbox"/> Power Outlets	<input checked="" type="checkbox"/>	Number of Standard duplex outlets: 4 = one on each wall
14	<input type="checkbox"/> Special Power		Special outlets and voltage:
			Nothing special needed for switchboard.
15	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/>	Work Chair - Number: 1 Size:
		<input checked="" type="checkbox"/>	Side Chair - Number: 2 Size:
			Other Chairs - Type: Number: Size:
			Other Chairs - Type: Number: Size:
			Tables - Type: Number: Size:
			Tables - Type: Number: Size:
		<input checked="" type="checkbox"/>	File - Types: Vertical Number: 2 Size: 5 drawer
			File - Types: Number: Size:
			File - Types: Number: Size:
			Other:
		<input checked="" type="checkbox"/>	Modular furniture for space.

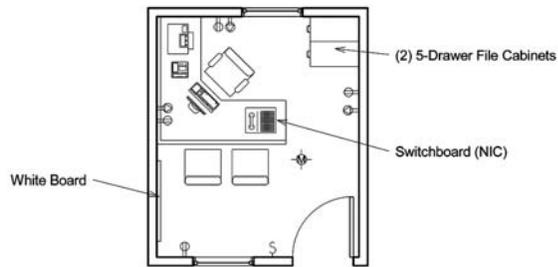
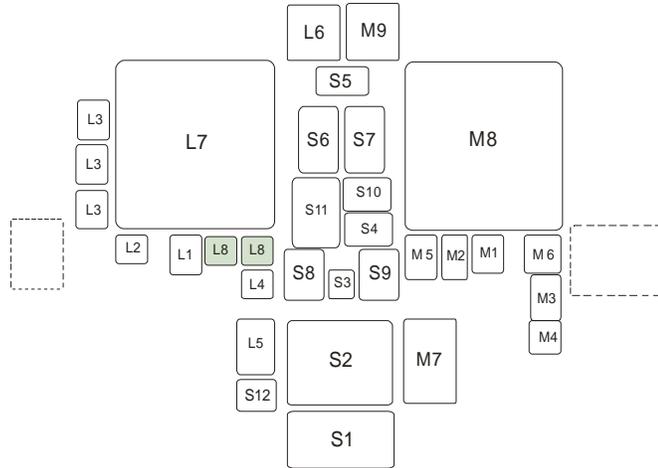
SPACE CRITERIA

OFFICE SPECIALISTS OFFICES L8

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/> NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/> Carpet <input type="checkbox"/> Vinyl Tile <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> Sealed Concrete <input type="checkbox"/> Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/> Rubber <input type="checkbox"/> Wood <input type="checkbox"/> Tile <input type="checkbox"/> Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rail only on wall with guest chairs, to measure up with chair size	<input type="checkbox"/> None Type: _____ Length: _____ Type: _____ Length: _____ Type: _____ Length: _____ Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/> Number of Outlets: 3 <input checked="" type="checkbox"/> Number of Handset: 2 NIC: <input type="checkbox"/> Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/> Number of Outlets: 3 = 4-plex: 2 voice, 2 data Special power:
21	<input checked="" type="checkbox"/> Audio Visual	<input type="checkbox"/> None <input type="checkbox"/> Built In Video Projector <input type="checkbox"/> Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/> <input checked="" type="checkbox"/> White Boards - Size: 3 x 4 Number: 1 <input type="checkbox"/> Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Special Temperature Range: <input type="checkbox"/> Special Humidity Range: <input type="checkbox"/> Special Operating Times: Hours: Days: <input type="checkbox"/> Other:
23	<input type="checkbox"/> Acoustical Control	<input type="checkbox"/> Standard <input checked="" type="checkbox"/> Special: Sound proof walls: Assign S.T.C. Rating 50-55
24	<input type="checkbox"/> Other Requirements	

SPACE CRITERIA

OFFICE SPECIALISTS OFFICES L8



- Office Specialists Office



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

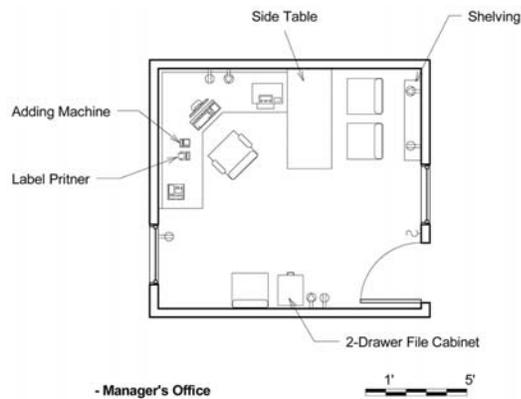
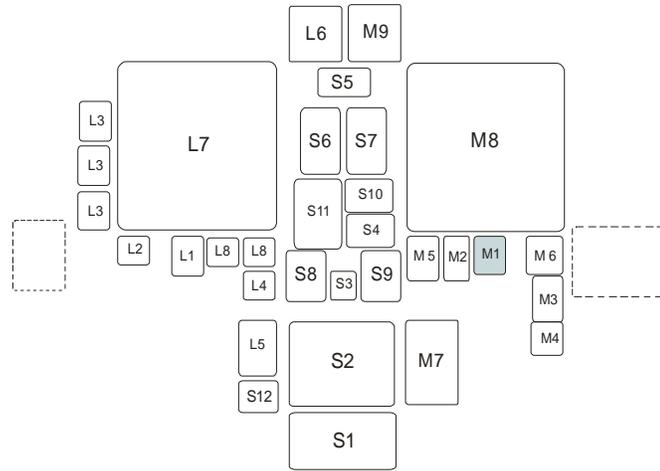
SPACE CRITERIA

MANAGER'S OFFICE M1

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rails only on walls with guest chairs, to measure up with chair size.	<input type="checkbox"/>	None
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 3
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 3 - Voice/Data on 3 walls
			Special power:
21	<input checked="" type="checkbox"/> Audio Visual	<input type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input checked="" type="checkbox"/>	White Boards - Size: 3 x 4 Number: 1
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: Days:
		<input type="checkbox"/>	Other:
23	<input checked="" type="checkbox"/> Acoustical Control	<input type="checkbox"/>	Standard
		<input checked="" type="checkbox"/>	Special: Sound proof walls: Assign S.T.C. Rating 50-55
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

MANAGER'S OFFICE M1



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA ASSISTANT WORK AREA M2

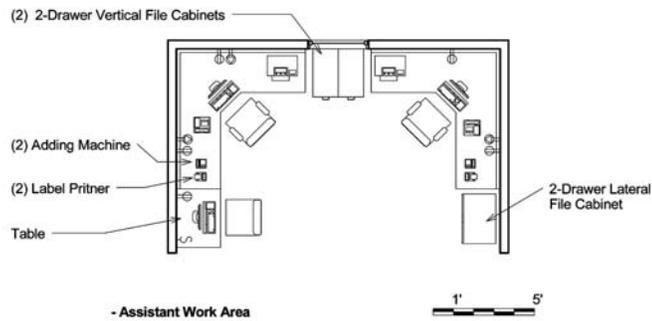
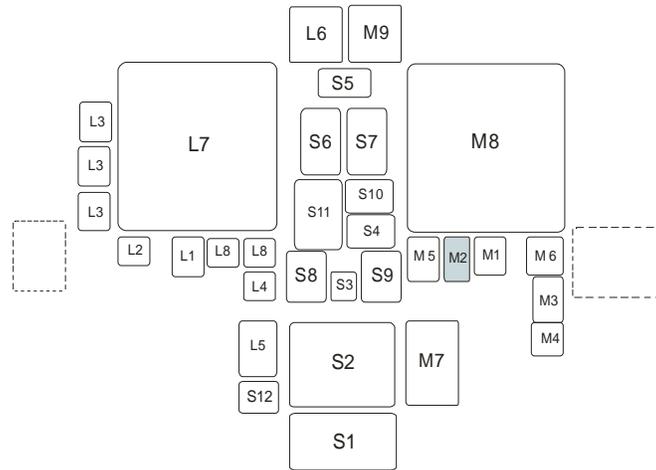
NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type	<input checked="" type="checkbox"/>	Open Modular furniture <input checked="" type="checkbox"/> <input type="checkbox"/> Fixed - private
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Keep counters running+help as needed; answer questions; keep office running efficiently; assign inventory and supplies.
3	<input checked="" type="checkbox"/> Hours of Operation: Monday-Saturday	<input checked="" type="checkbox"/>	From: 8:00 a.m. To: 5:00 p.m. Days: M - F / 8:00 a.m.-Noon on Saturdays <input type="checkbox"/> Facility Standard - These hours are public access.
4	<input checked="" type="checkbox"/> Size		Width: 10 Length: 16 Area: 200
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 10ft
6	<input checked="" type="checkbox"/> Ceiling type	<input checked="" type="checkbox"/>	Acoustical Lay-In Ceiling <input type="checkbox"/> Sheet Rock <input type="checkbox"/> Open to Structure <input type="checkbox"/> Other
7	<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/>	Direct Fluorescence <input checked="" type="checkbox"/> Indirect Fluorescence <input checked="" type="checkbox"/> Day Lighting -- Natural light would be nice. <input type="checkbox"/> Special
8	<input checked="" type="checkbox"/> Number of Occupants		Number: 2
9	<input checked="" type="checkbox"/> Number of Visitors		Number: 0; there will be traffic from CSR(customer service reps) for questions, etc.
10	<input checked="" type="checkbox"/> Security <i>Different hours than DLD-secure each facility.</i>	<input checked="" type="checkbox"/>	None <input type="checkbox"/> Other:
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)	<input checked="" type="checkbox"/>	(2) Computers + (2) Monitors + (2) Adding Machines, (2) Label printers Printer (shared?) <input checked="" type="checkbox"/> Extra computer+keyboard needed for Q-Matic System
12	<input checked="" type="checkbox"/> Equipment in Construction Contract	<input checked="" type="checkbox"/>	Easy access out to customer service area.
13	<input checked="" type="checkbox"/> Power Outlets	<input checked="" type="checkbox"/>	Number of Standard duplex outlets: 5; a duplex on each wall, 2 on long wall.
14	<input type="checkbox"/> Special Power		Special outlets and voltage:
15	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/>	Work Chair - Number: 2 Size: <input type="checkbox"/> Side Chair - Number: Size: <input checked="" type="checkbox"/> Other Chairs - Type: Number: 1 Size: Other Chairs - Type: Number: Size: <input checked="" type="checkbox"/> Tables - Type: Number: 1 Size: 24" x 36" Tables - Type: Number: Size: <input checked="" type="checkbox"/> File - Types: Overhead Number: Size: std. <input checked="" type="checkbox"/> File - Types: Lateral Drawers Number: 1 Size: 2 drawer File - Types: Number: Size: Other: <input checked="" type="checkbox"/> Desk - modular furniture component. <input checked="" type="checkbox"/> 2 - 2-drawer vertical file cabinet.

SPACE CRITERIA **ASSISTANT WORK AREA M2**

NO.	ITEM	☑	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length) Chair rails only on walls with guest chairs, to measure up with chair size.	<input type="checkbox"/>	None
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 4
		<input checked="" type="checkbox"/>	Number of Handset: 2 NIC: <input type="checkbox"/>
			Special: Q-Matic system
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 4 - Voice/Data on 3 walls, 2 on long wall
			Special power: Q-Matic System just needs another outlet
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: _____ Number: _____
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

ASSISTANT WORK AREA M2



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

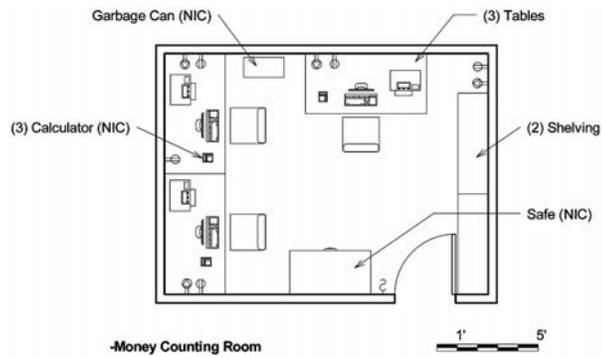
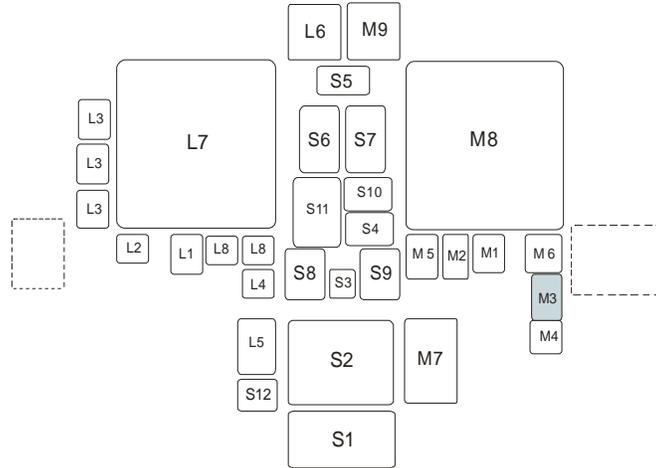
SPACE CRITERIA

MONEY COUNTING ROOM M3

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length)	<input type="checkbox"/>	None: .
	Chair rails only on walls with guest chairs, to measure up with chair size. Possible deep set shelves for wire baskets		Type: Length:
			Type: Length:
			Type: Length:
			Type: Length:
19	<input checked="" type="checkbox"/> Telephone - No!		Number of Outlets: Put in wiring for phone outlets for future use. Voice/Data units on 3 walls
			Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 6, 2 at each station
			Special power:
21	<input checked="" type="checkbox"/> Audio Visual	<input type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input checked="" type="checkbox"/>	White Boards - Size: 3x4 Number: 1
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: Days:
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input checked="" type="checkbox"/> Other Requirements		Minor store space for deposit bags, possibly put under work surfaces.

SPACE CRITERIA

MONEY COUNTING ROOM M3



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

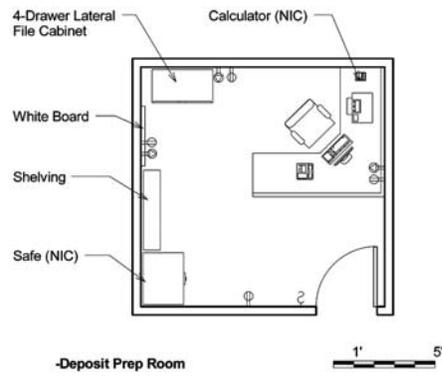
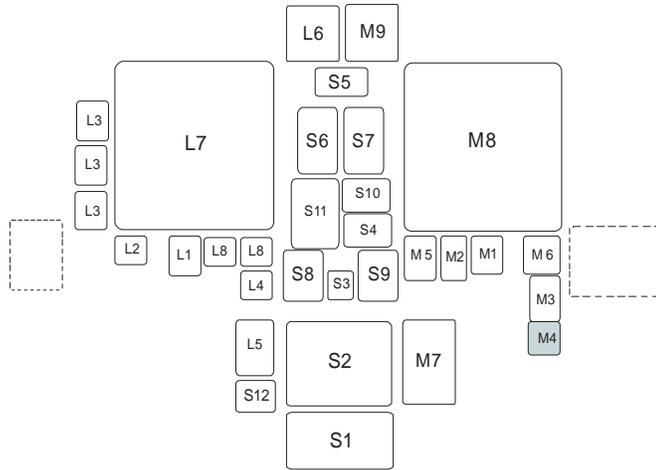
SPACE CRITERIA

DEPOSIT PREP ROOM M4

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rails only on walls with guest chairs, to measure up with chair size.	<input checked="" type="checkbox"/>	Shelving or stand alone. Stores boxes of decals.
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 3
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 3 - Voice/Data on 3 walls
			Special power:
21	<input checked="" type="checkbox"/> Audio Visual	<input type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input checked="" type="checkbox"/>	White Boards - Size: 3x4 Number: 1
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input checked="" type="checkbox"/> Other Requirements		Making space accessible to outside door preferable; driver picks up money-goes directly out

SPACE CRITERIA

DEPOSIT PREP ROOM M4



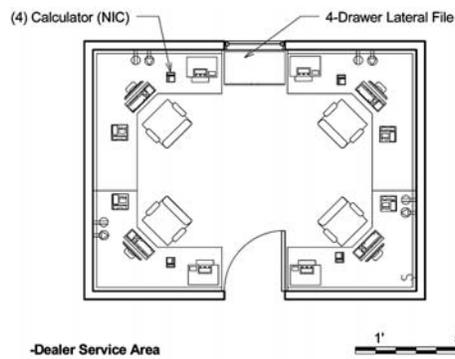
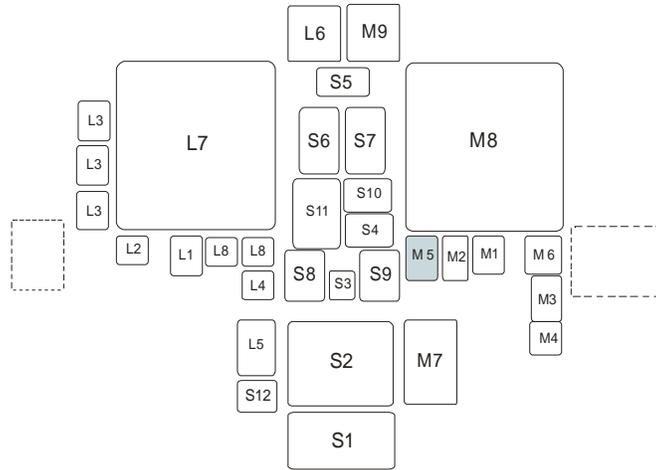
NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **DEALER SERVICE AREA M5**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input type="checkbox"/>	None
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 3, due to room size gives ability to move or add.
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data 1 on short wall, 2 on long wall	<input checked="" type="checkbox"/>	Number of Outlets: 3 - Voice/Data on 3 walls
			Special power:
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special: Sound proof walls.
24	<input checked="" type="checkbox"/> Other Requirements		Prefer dealer area closer to a drop off area where dealers can drop off their packets; would be best if packets were locked up at night--behind a door or cupboard.
			Have open shelving available to place packets awaiting dealers to pick up.

SPACE CRITERIA

DEALER SERVICE AREA M5



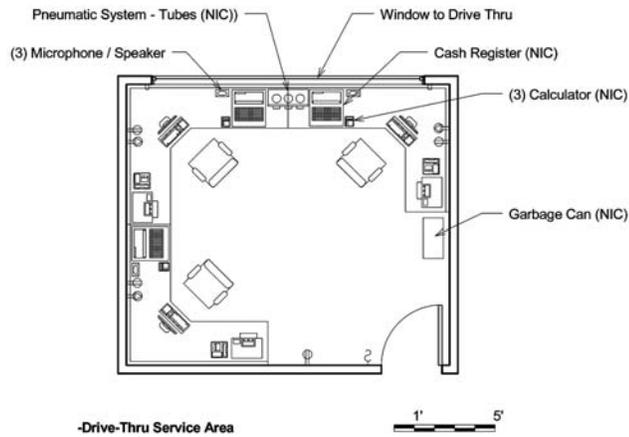
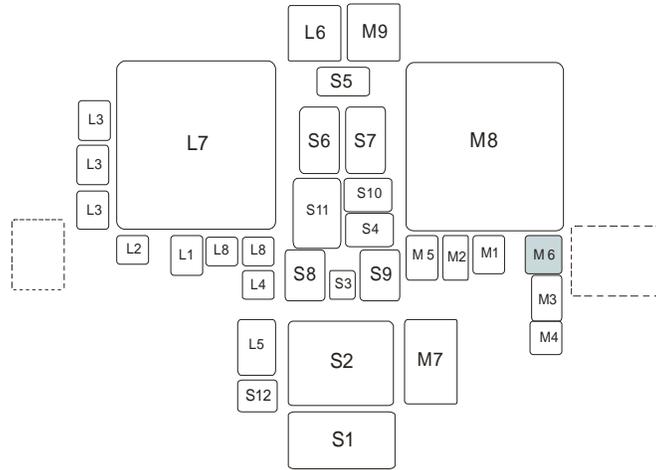
NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **DRIVE THRU SERVICE AREA OFFICE M6**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input type="checkbox"/>	None:
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 4
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 4 - Voice/Data on each wall
			Special power:
			Microphone system. Open/Close electrical signs switch.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: _____ Number: _____
		<input type="checkbox"/>	Other:
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
			Currently using fans to cool area but can cause circuit breaker issues.
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
		<input checked="" type="checkbox"/>	Closed off with a wall and door to avoid noise from counters w/mics.
24	<input checked="" type="checkbox"/> Other Requirements		Design driveup lanes possibly facing North or East to avoid direct sunlight/heat?
			Stagger cars at window for better view of customers in all cars.
			Pneumatic tubes placed together for easier access.
			ADA:
			One station needs to be ADA compliant: max 34" H, 27" knee clearance, 30" W 19"D
			overall space must have 30 x 48" width space; window low enough for viewing from
			wheelchair; all pneumatic tubes accessible and operable--cannot exceed 48" from ground.
			Modular furniture allows for changes; built-in areas would have to comply.

SPACE CRITERIA

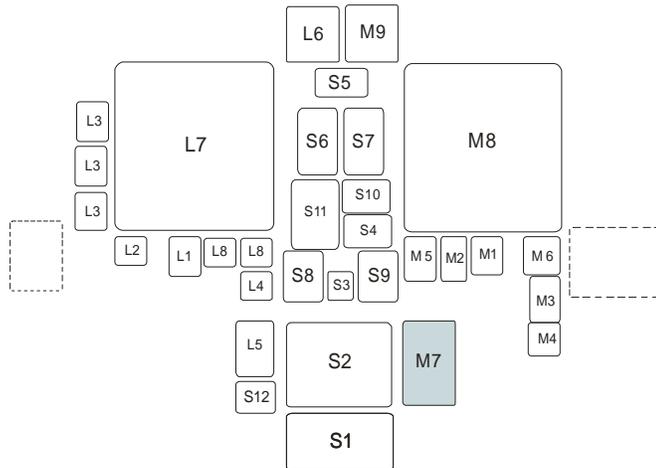
DRIVE THRU SERVICE AREA OFFICE M6



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA

STORAGE ROOM M7



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **CUSTOMER SERVICE AREA M8**

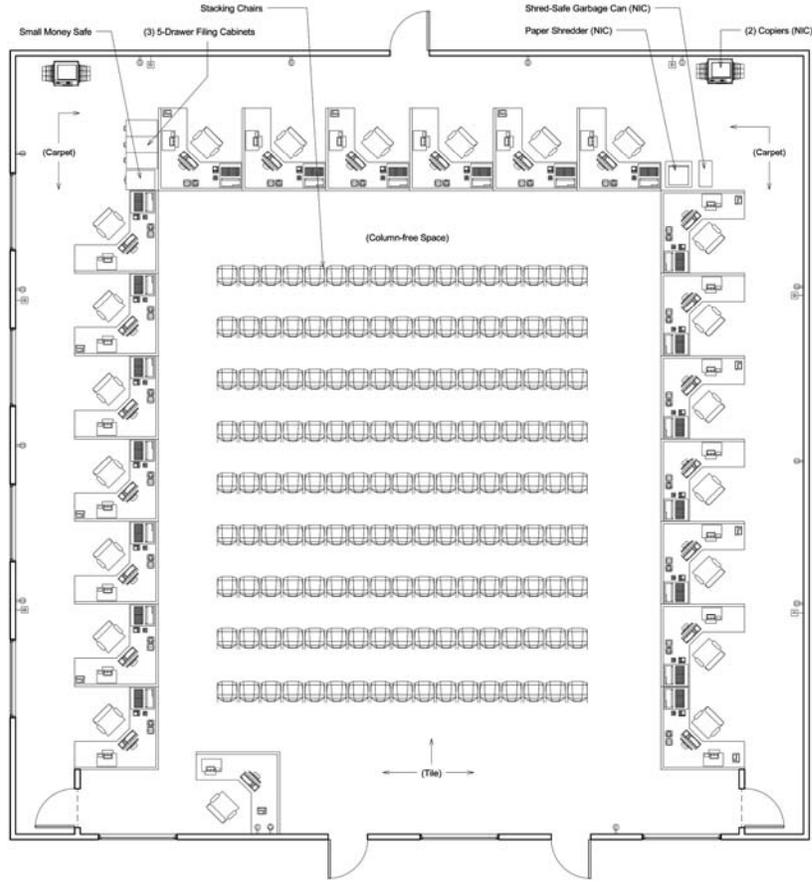
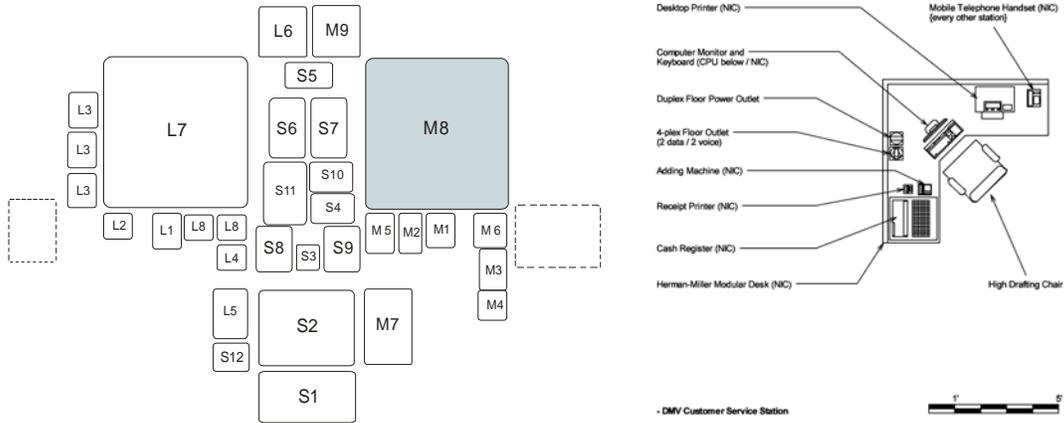
NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type	<input type="checkbox"/>	Open Modular furniture <input checked="" type="checkbox"/> 6'6" x 6'6" cube areas (outside measurement)
		<input checked="" type="checkbox"/>	Fixed - Shared
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Stations to service public.
3	<input checked="" type="checkbox"/> Hours of Operation: Monday-Saturday	<input checked="" type="checkbox"/>	From: 8:00 a.m. To: 5:00 p.m. Days: M - F / 8:00 a.m.-Noon on Saturdays
		<input type="checkbox"/>	Facility Standard - These hours are public access.
4	<input checked="" type="checkbox"/> Size		Width: 50 Length: 80 Area: 4,000
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 10 ft
6	<input checked="" type="checkbox"/> Ceiling type	<input checked="" type="checkbox"/>	Acoustical Lay-In Ceiling
		<input type="checkbox"/>	Sheet Rock
		<input type="checkbox"/>	Open to Structure
		<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/>	Direct Fluorescence
		<input checked="" type="checkbox"/>	Indirect Fluorescence
		<input checked="" type="checkbox"/>	Day Lighting - Several large outside windows preferred for atmosphere + lighting.
		<input type="checkbox"/>	Special
8	<input checked="" type="checkbox"/> Number of Occupants		Number: 1 employee at each station; 20 active stations
9	<input checked="" type="checkbox"/> Number of Visitors		Number: 1+ at each station ; 100+ in waiting area
10	<input checked="" type="checkbox"/> Security	<input checked="" type="checkbox"/>	Door alarms, emergency lighting, panic buttons at Q desk and each service station
	Need cellular backup to alarm <i>Different hours than DLD-secure each facility.</i>	<input checked="" type="checkbox"/>	Motion sensors, card key system access to employee areas
		<input checked="" type="checkbox"/>	Cameras (on own server)
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)		Herman Miller stations Computers + Monitors + Printers + 2 copiers placed against back wall Cameras Adding machine, receipt machine, shredders and garbage cans Cash registers - keyed into computers for dispensing metal drawer.
12	<input type="checkbox"/> Equipment in Construction Contract		
13	<input checked="" type="checkbox"/> Power Outlets	<input checked="" type="checkbox"/>	Each station needs multiple power and data outlets; run through Herman Miller furniture.
14	<input checked="" type="checkbox"/> Special Power		Special outlets and voltage: 2 copiers and 2 fax machines are placed against back wall Apprx. 6 Duplex outlets along back wall -- every 20 ft.
15	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/>	Work Chair - Number: 1(20 total) Size: High stool chair
		<input type="checkbox"/>	Side Chair - Number Size:
		<input checked="" type="checkbox"/>	Other Chairs - Type: Stacking Chairs Number: 150 Size:
			Other Chairs - Type: Number: Size:
			Tables - Type: Number: Size:
			Tables - Type: Number: Size:
		<input checked="" type="checkbox"/>	File - Types: File drawers (3)? Number: Size:
		<input checked="" type="checkbox"/>	File - Types: HM Hanging files Number: Size:
			File - Types: Number: Size:
			Other:
		<input checked="" type="checkbox"/>	Herman Miller modular furniture for all stations with hanging files.
		<input checked="" type="checkbox"/>	3' 3" High counters

SPACE CRITERIA **CUSTOMER SERVICE AREA M8**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet - Behind the customer service stations and to back wall (& into offices.)
		<input type="checkbox"/>	Vinyl Tile
		<input checked="" type="checkbox"/>	Ceramic Tile - Main lobby area with customers.
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input checked="" type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input type="checkbox"/>	None
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
			Type: _____ Length: _____
19	<input checked="" type="checkbox"/> Telephone 1 Customer Service courtesy phone on wall	<input checked="" type="checkbox"/>	Number of Outlets: Mobile handset at every other station. Outlet in each HM station.
		<input checked="" type="checkbox"/>	Number of Handset: 10 NIC: <input type="checkbox"/>
			Special: Mobile
			* include outlets for 2 fax machines
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 2 data outlets on each wall
			Special power:
			Conduit running through Herman Miller - 1 outlet per workstation
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: _____ Number: _____
		<input checked="" type="checkbox"/>	Other: Q-Matic system will be installed, includes electronic signs over counters and speakers in ceiling.
22	<input type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard--BUT HEAVY DUTY.
		<input type="checkbox"/>	Special Temperature Range: The number of employees/customers create cooling problems.
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: _____ Days: _____
		<input type="checkbox"/>	Other:
			The number of employees and customers creates cooling problems in the summer.
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input checked="" type="checkbox"/> Other Requirements		*COLUMN-FREE SPACE*
			Each station needs ample space to store Utah plates.
			Area for supplies + small money safe=ideal access to back door: prepare deposits courier pickup from safe.
			10 ft. clearance behind waiting chairs and windows - open common area to pace
			Shredder bins (3) access near storage room or near exit for easy access.

SPACE CRITERIA

CUSTOMER SERVICE AREA M8



- Customer Service Area
- Queuing & Lobby Area

This area not shown at proper scale due to its size

NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space. The configuration and length & width orientation should not be construed as rigid.

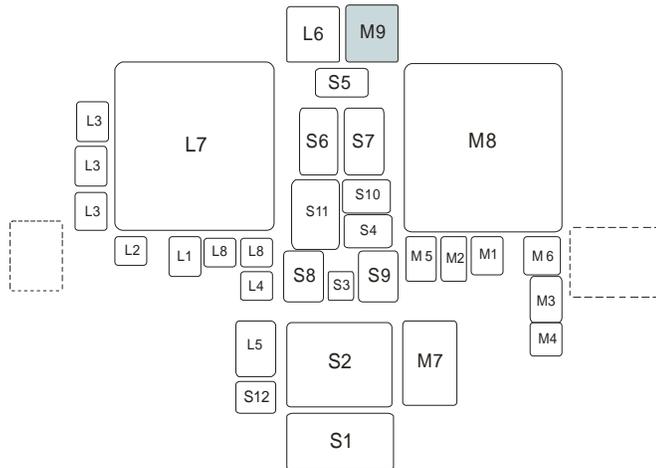
SPACE CRITERIA

QUEUING & LOBBY AREA M9

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input checked="" type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input checked="" type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/>	None
			Type: Length:
19	<input type="checkbox"/> Telephone No phone at Q desk, but (1) courtesy phone at customer service area	<input type="checkbox"/>	Number of Outlets:
		<input type="checkbox"/>	Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 1 for Q desk
			Special power:
			Conduit running through Herman Miller.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: Number:
		<input type="checkbox"/>	Other:
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard--BUT HEAVY DUTY.
		<input type="checkbox"/>	Special Temperature Range: The number of employees/customers create cooling problems.
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: Days:
		<input type="checkbox"/>	Other:
			The number of employees and customers creates cooling problems in the summer.
23	<input type="checkbox"/> Acoustical Control	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

QUEUING & LOBBY AREA M9



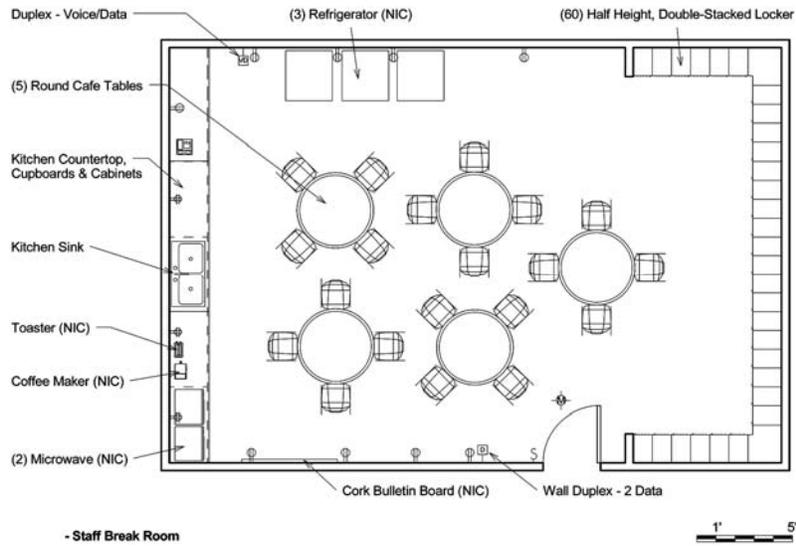
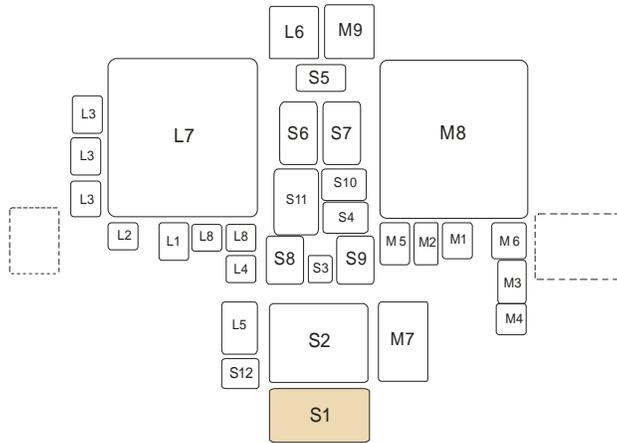
NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **STAFF BREAK ROOM S1**

NO.	ITEM		NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input checked="" type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rails on all walls but not behind counters and lockers - to measure up with chair height	<input type="checkbox"/>	None
		<input checked="" type="checkbox"/>	Type: Upper cabinets Length: Length of wall
		<input checked="" type="checkbox"/>	Type: Countertops w/sink Length: Length of wall
		<input checked="" type="checkbox"/>	Type: Lower cabinets Length: Length of wall
		<input checked="" type="checkbox"/>	Type: Shelves Length: Length of wall
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 1
		<input checked="" type="checkbox"/>	Number of Handset: 1 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: 3, one data jack on each wall (except countertop wall)
			Special power:
21	<input type="checkbox"/> Audio Visual	<input type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards - Size: Number:
		<input checked="" type="checkbox"/>	Other: TV??. Co-axial jack for television--Not in Contract
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: Days:
		<input checked="" type="checkbox"/>	Other: Venting for Kitchens
23	<input checked="" type="checkbox"/> Acoustical Control	<input type="checkbox"/>	Standard
		<input checked="" type="checkbox"/>	Special: Sound proof walls: Assign S.T.C. Rating 50-55
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

STAFF BREAK ROOM S1



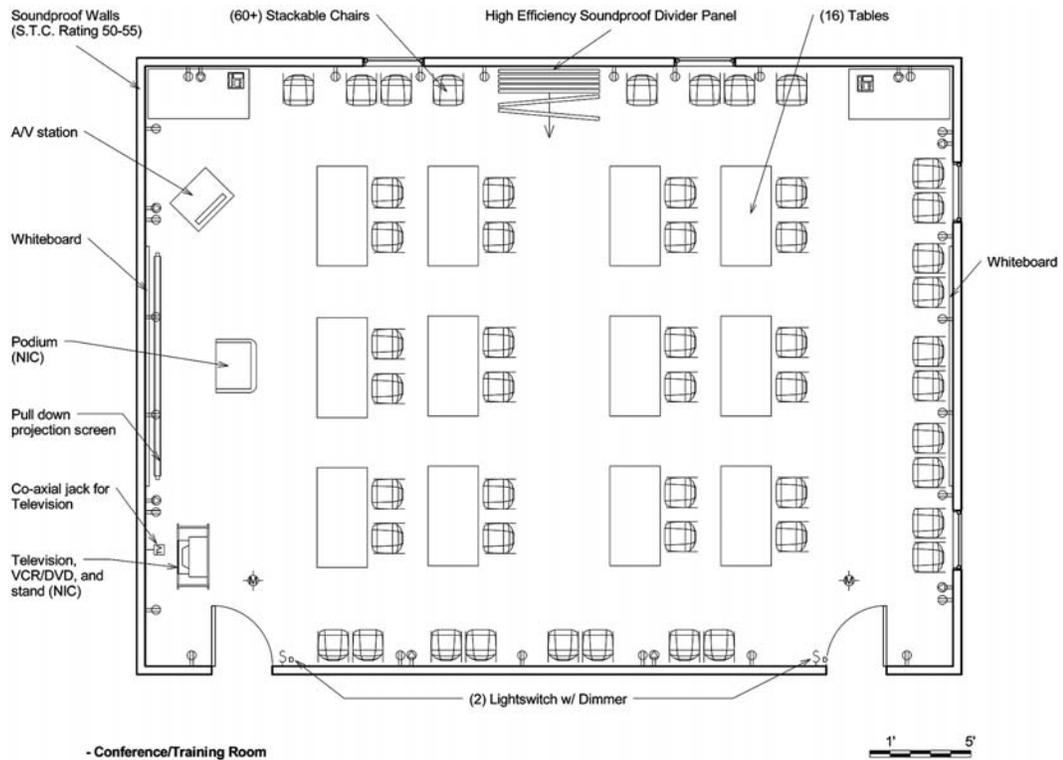
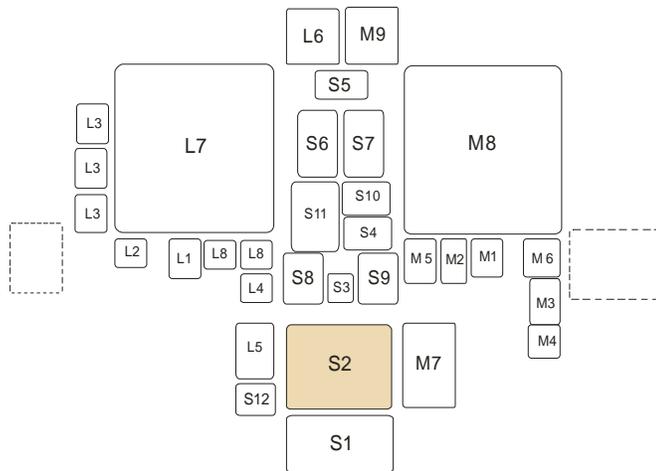
NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **CONFERENCE / TRAINING ROOM S2**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input checked="" type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length) Chair rails on all walls.	<input type="checkbox"/>	None
			Type: Length:
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 2 (1 each side)
		<input checked="" type="checkbox"/>	Number of Handset: 2 (1 each side) NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: Voice / Data jacks (2) each wall = 16 total
			Special power:
21	<input checked="" type="checkbox"/> Audio Visual Lighting zoned/dimmable for presentations	<input type="checkbox"/>	None
		<input type="checkbox"/>	Video Projector?
		<input checked="" type="checkbox"/>	Projector Screen Power: <input checked="" type="checkbox"/> Manual: <input type="checkbox"/>
		<input checked="" type="checkbox"/>	White Boards - Size: 4ft. X 12 ft. Number: 2
		<input checked="" type="checkbox"/>	Other: TV??, co-axial jack for television
		<input checked="" type="checkbox"/>	Speakers in ceiling
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: Days:
		<input type="checkbox"/>	Other:
23	<input checked="" type="checkbox"/> Acoustical Control	<input type="checkbox"/>	Standard
		<input checked="" type="checkbox"/>	Special: High Efficiency Soundproof Divider Panel
		<input checked="" type="checkbox"/>	Special: Sound proof walls - Assign S.T.C. Rating 50-55
24	<input checked="" type="checkbox"/> Other Requirements		Two doors - one at each corner of room.

SPACE CRITERIA

CONFERENCE / TRAINING ROOM S2



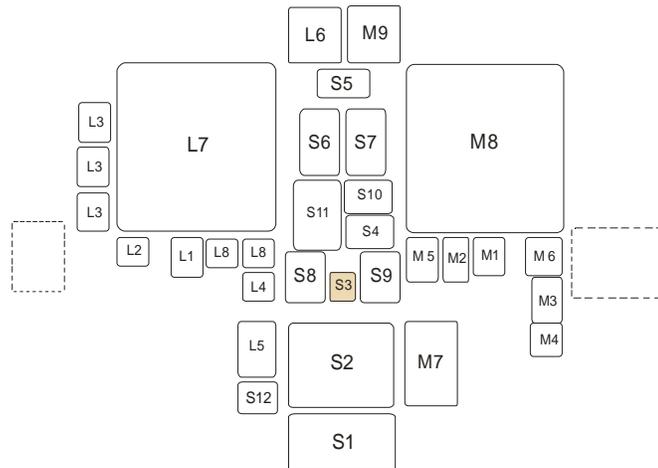
NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.
The configuration and length & width orientation should not be construed as rigid.

SPACE CRITERIA **JANITORIAL CLOSET S3**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input checked="" type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input checked="" type="checkbox"/> Millwork (type and length)	<input type="checkbox"/>	None
		<input checked="" type="checkbox"/>	Type: Adjustable shelving Length: 2 -1/2'D x 4'W x 6'H
		<input checked="" type="checkbox"/>	Type: Wall rack for mops/brooms Length:
			Type: Length:
			Type: Length:
19	<input type="checkbox"/> Telephone	<input type="checkbox"/>	Number of Outlets:
		<input type="checkbox"/>	Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/>	Number of Outlets:
			Special power:
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
		<input type="checkbox"/>	
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: Hours: Days:
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control	<input type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

JANITORIAL CLOSET S3



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA

TELEPHONE / I.T. ROOM S4

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type	<input checked="" type="checkbox"/>	Open Modular furniture <input type="checkbox"/> <input type="checkbox"/> Fixed - private
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Communications: phones, data processing, servers.
3	<input checked="" type="checkbox"/> Hours of Operation	DMV	All hours
		DLD	All hours
		<input type="checkbox"/>	Facility Standard
4	<input checked="" type="checkbox"/> Size		Width: 14 Length: 18 Area: 252
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 10 ft.
6	<input checked="" type="checkbox"/> Ceiling type	<input checked="" type="checkbox"/>	Acoustical Lay-In Ceiling
		<input type="checkbox"/>	Sheet Rock
		<input type="checkbox"/>	Open to Structure
		<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/> Lighting	<input checked="" type="checkbox"/>	Direct Fluorescence
		<input type="checkbox"/>	Indirect Fluorescence
		<input type="checkbox"/>	Day Lighting
		<input type="checkbox"/>	Special
8	<input checked="" type="checkbox"/> Number of Occupants		Number: 1-2
9	<input type="checkbox"/> Number of Visitors		Number: N/A
10	<input checked="" type="checkbox"/> Security	<input type="checkbox"/>	None
	<i>Security clearance for employee access to this room? DLD & DMV have different hours-secure each facility.</i>	<input checked="" type="checkbox"/>	Other: No need for motion detectors and/or cameras in this room.
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)		Computers - Q-Matic Sysytem. Monitors Printers Desks
12	<input checked="" type="checkbox"/> Equipment in Construction Contract		Racking system Cabling trays Plywood on walls to adhere cabling trays
13	<input checked="" type="checkbox"/> Power Outlets	<input checked="" type="checkbox"/>	Standards? 4 on all walls = 16 total. (Need set high and low on walls.)
14	<input checked="" type="checkbox"/> Special Power		Special outlets and voltage: Standard for room.
	<u>Power strips</u>		
15	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/>	Work Chair - Number: 2 Size: Stacking
	Desks or tables?	<input type="checkbox"/>	Side Chair - Number: Size:
			Other Chairs - Type: Number: Size:
			Other Chairs - Type: Number: Size:
		<input checked="" type="checkbox"/>	Tables - Type: Number: 2 Size: 4 ft.
			Tables - Type: Number: Size:
			File - Types: Number: Size:
			File - Types: Number: Size:
			File - Types: Number: Size:
			Other:
			Desks?

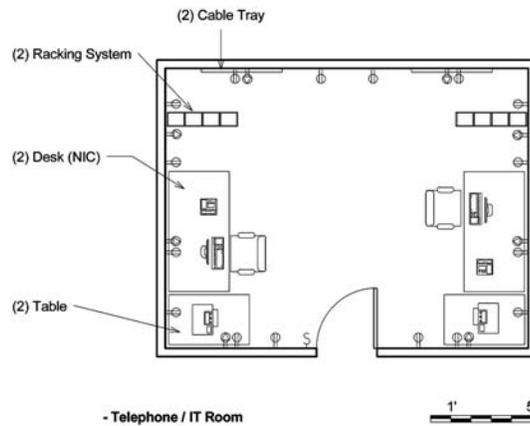
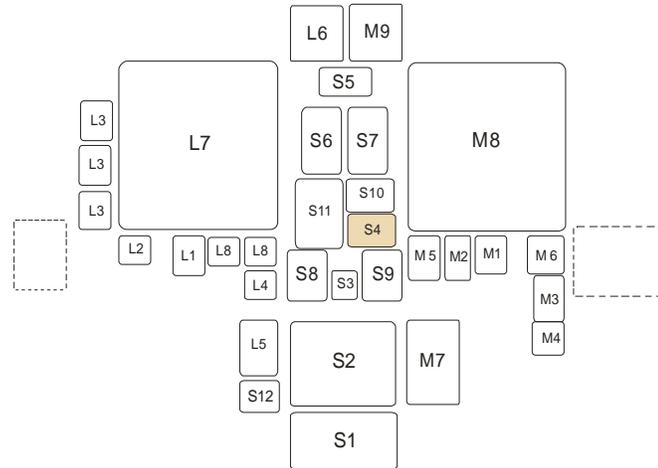
SPACE CRITERIA

TELEPHONE / I.T. ROOM S4

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input checked="" type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/>	None
			Type: Length:
19	<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/>	Number of Outlets: 2
		<input checked="" type="checkbox"/>	Number of Handset: 2 NIC: <input type="checkbox"/>
			Special:
20	<input checked="" type="checkbox"/> Data	<input checked="" type="checkbox"/>	Number of Outlets: (4) each wall = 16 total
	(2) 4" conduit run from street for each agency.		Special power: Standard for room.
21	<input type="checkbox"/> Audio Visual	<input type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
		<input type="checkbox"/>	
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input type="checkbox"/>	Standard
		<input checked="" type="checkbox"/>	Special Temperature Range: Air conditioned for operation.
		<input checked="" type="checkbox"/>	Special Humidity Range:
		<input checked="" type="checkbox"/>	Special Operating Times: 24/7
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control	<input type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input type="checkbox"/> Other Requirements		
			Steve and Dave McKay need to discuss the details of this room.

SPACE CRITERIA

TELEPHONE / I.T. ROOM S4



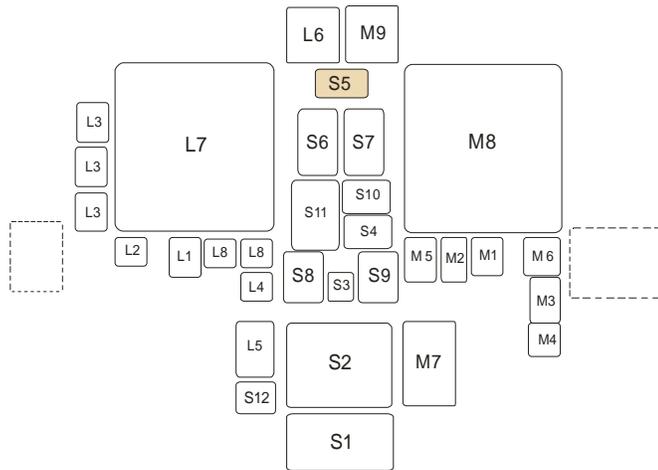
NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA PUBLIC VENDING AREA S5

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input checked="" type="checkbox"/>	Ceramic Tile
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/>	None
			Type: Length:
19	<input checked="" type="checkbox"/> Telephone - Public telephone(s).	<input checked="" type="checkbox"/>	Number of Outlets: Public telephone(s).
		<input type="checkbox"/>	Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/>	Number of Outlets:
			Special power: Standard for room.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
		<input type="checkbox"/>	
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times:
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control - N/A	<input type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

PUBLIC VENDING AREA S5



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA PUBLIC RESTROOMS - MEN (10) S6

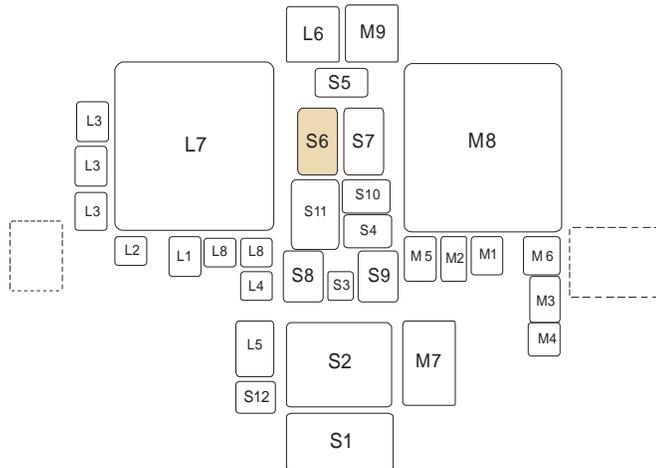
NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type	<input type="checkbox"/>	Open Modular furniture <input type="checkbox"/>
		<input checked="" type="checkbox"/>	Fixed - private
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Restrooms for public access - men.
3	<input checked="" type="checkbox"/> Hours of Operation <i>PUBLIC HOURS OF OPERATION:</i>	DMV	From: 8:00 a.m. To: 5:00 p.m. Days: M - F / 8:00 a.m.-Noon on Saturdays
		DLD	From: 7:00 a.m. To: 6:00 p.m. Days: M - F
		<input checked="" type="checkbox"/>	Facility Standard
4	<input checked="" type="checkbox"/> Size		Width: 10
			Length: 36
			Area: 360
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 9 feet
6	<input checked="" type="checkbox"/> Ceiling type	<input type="checkbox"/>	Acoustical Lay-In Ceiling
		<input checked="" type="checkbox"/>	Sheet Rock
		<input type="checkbox"/>	Open to Structure
		<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/> Lighting <i>Emergency outage lighting. Flashing emergency fire lights.</i>	<input checked="" type="checkbox"/>	Direct Fluorescence
		<input type="checkbox"/>	Indirect Fluorescence
		<input type="checkbox"/>	Day Lighting
		<input checked="" type="checkbox"/>	Special: Lighting over mirrors/sinks
8	<input type="checkbox"/> Number of Occupants		Number: 10, including handicap stall
9	<input type="checkbox"/> Number of Visitors		Number: N/A
10	<input type="checkbox"/> Security <i>DLD & DMV have different hours-secure each facility.</i>	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Other:
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)		Garbage cans - free standing also.
12	<input checked="" type="checkbox"/> Equipment in Construction Contract	<input checked="" type="checkbox"/>	Stalls (including 1 handicap stall)
		<input checked="" type="checkbox"/>	Toilets & Urinals (NOT LoFlow)
		<input checked="" type="checkbox"/>	Countertops + Sinks + Mirrors
		<input checked="" type="checkbox"/>	Soap & Towel dispensers + Deodorant air fresheners-wall mount
		<input checked="" type="checkbox"/>	Baby changing table - wall mount
13	<input type="checkbox"/> Power Outlets	<input type="checkbox"/>	Number of Standard duplex outlets:
14	<input type="checkbox"/> Special Power		Special outlets and voltage
15	<input type="checkbox"/> Furniture	<input type="checkbox"/>	Work Chair - Number: Size:
		<input type="checkbox"/>	Side Chair - Number: Size:
			Other Chairs - Type: Number: Size:
			Other Chairs - Type: Number: Size:
			Tables - Type: Number: Size:
			Tables - Type: Number: Size:
			File - Types: Number: Size:
			File - Types: Number: Size:
			File - Types: Number: Size:
			Other:

SPACE CRITERIA PUBLIC RESTROOMS - MEN (10) S6

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input checked="" type="checkbox"/>	Ceramic Tile - Gloss FLOOR TO CEILING / Mosaic tile on FLOOR
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input type="checkbox"/> Base Finish	<input type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input checked="" type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/>	None
			Type: Length:
19	<input type="checkbox"/> Telephone	<input type="checkbox"/>	Number of Outlets:
		<input type="checkbox"/>	Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/>	Number of Outlets: None.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
		<input type="checkbox"/>	
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times:
		<input type="checkbox"/>	Other: Venting - Negative to other rooms.
23	<input type="checkbox"/> Acoustical Control - N/A	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input checked="" type="checkbox"/> Other Requirements		Lights on motion sensors - 15 minutes.
			Motion sensor flush controls (but not lo-flow toilets).
		<input checked="" type="checkbox"/>	Ceramic Tile - Gloss FLOOR TO CEILING / Mosaic tile on FLOOR

SPACE CRITERIA

PUBLIC RESTROOMS - MEN (10) S6



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA PUBLIC RESTROOMS - WOMEN (12) S7

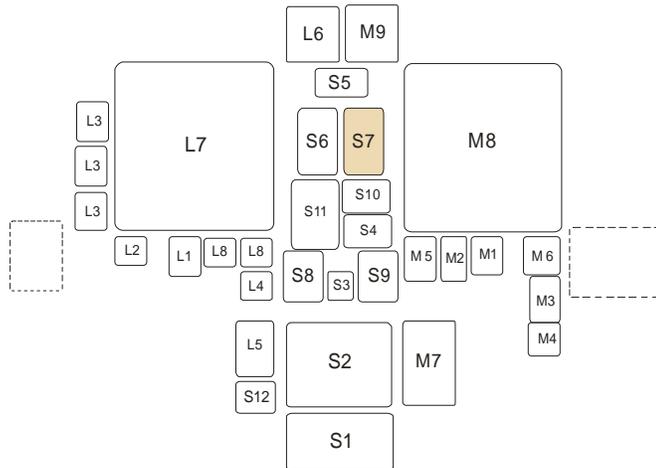
NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
1	<input checked="" type="checkbox"/> Space Type	<input type="checkbox"/>	Open Modular furniture <input type="checkbox"/>
		<input checked="" type="checkbox"/>	Fixed - private
2	<input checked="" type="checkbox"/> Function	<input checked="" type="checkbox"/>	Restrooms for public access - women.
3	<input checked="" type="checkbox"/> Hours of Operation <i>PUBLIC HOURS OF OPERATION:</i>	DMV	From: 8:00 a.m. To: 5:00 p.m. Days: M - F / 8:00 a.m.-Noon on Saturdays
		DLD	From: 7:00 a.m. To: 6:00 p.m. Days: M - F
		<input checked="" type="checkbox"/>	Facility Standard
4	<input checked="" type="checkbox"/> Size		Width: 10
			Length: 36
			Area: 360
5	<input checked="" type="checkbox"/> Ceiling height		Height from floor: 9 feet
6	<input checked="" type="checkbox"/> Ceiling type	<input type="checkbox"/>	Acoustical Lay-In Ceiling
		<input checked="" type="checkbox"/>	Sheet Rock
		<input type="checkbox"/>	Open to Structure
		<input type="checkbox"/>	Other
7	<input checked="" type="checkbox"/> Lighting <i>Emergency outage lighting. Flashing emergency fire lights.</i>	<input checked="" type="checkbox"/>	Direct Fluorescence
		<input type="checkbox"/>	Indirect Fluorescence
		<input type="checkbox"/>	Day Lighting
		<input checked="" type="checkbox"/>	Special: Lighting over mirrors/sinks
8	<input type="checkbox"/> Number of Occupants		Number: 10, including handicap stall
9	<input type="checkbox"/> Number of Visitors		Number: N/A
10	<input type="checkbox"/> Security <i>DLD & DMV have different hours-secure each facility.</i>	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Other:
11	<input checked="" type="checkbox"/> Equipment Not In Contract (NIC)		Garbage cans - free standing also.
12	<input checked="" type="checkbox"/> Equipment in Construction Contract	<input checked="" type="checkbox"/>	Stalls (including 1 handicap stall)
		<input checked="" type="checkbox"/>	Toilets (NOT LoFlow)
		<input checked="" type="checkbox"/>	Countertops + Sinks + Mirrors
		<input checked="" type="checkbox"/>	Soap & Towel dispensers + Deodorant air fresheners-wall mount + Personal hygiene dispenser
		<input checked="" type="checkbox"/>	Baby changing table - wall mount
13	<input type="checkbox"/> Power Outlets	<input type="checkbox"/>	Number of Standard duplex outlets:
14	<input type="checkbox"/> Special Power		Special outlets and voltage
15	<input type="checkbox"/> Furniture	<input type="checkbox"/>	Work Chair - Number: Size:
		<input type="checkbox"/>	Side Chair - Number: Size:
			Other Chairs - Type: Number: Size:
			Other Chairs - Type: Number: Size:
			Tables - Type: Number: Size:
			Tables - Type: Number: Size:
			File - Types: Number: Size:
			File - Types: Number: Size:
			File - Types: Number: Size:
			Other:

SPACE CRITERIA PUBLIC RESTROOMS - WOMEN (12) S7

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input checked="" type="checkbox"/>	Ceramic Tile - Gloss FLOOR TO CEILING / Mosaic tile on FLOOR
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input type="checkbox"/> Base Finish	<input type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input checked="" type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/>	None
			Type: Length:
19	<input type="checkbox"/> Telephone	<input type="checkbox"/>	Number of Outlets:
		<input type="checkbox"/>	Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/>	Number of Outlets: None.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
		<input type="checkbox"/>	
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times:
		<input type="checkbox"/>	Other: Venting - Negative to other rooms.
23	<input type="checkbox"/> Acoustical Control - N/A	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input checked="" type="checkbox"/> Other Requirements		Lights on motion sensors - 15 minutes.
			Motion sensor flush controls (but not lo-flow toilets).
		<input checked="" type="checkbox"/>	Ceramic Tile - Gloss FLOOR TO CEILING / Mosaic tile on FLOOR

SPACE CRITERIA

PUBLIC RESTROOMS - WOMEN (12) S7



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

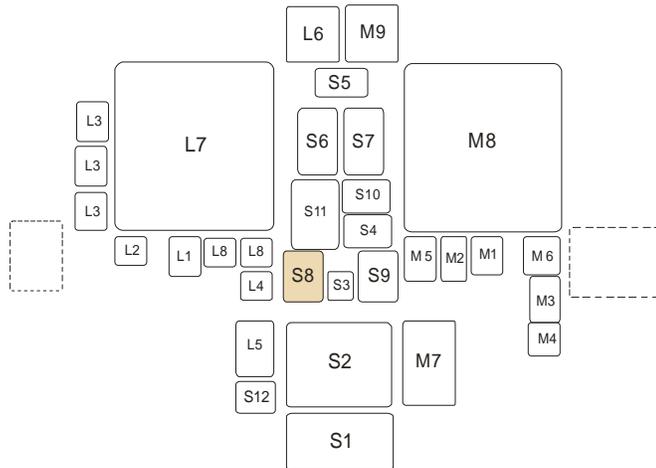
SPACE CRITERIA

STAFF RESTROOMS - MEN (6) S8

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input checked="" type="checkbox"/>	Ceramic Tile - Gloss FLOOR TO CEILING / Mosaic tile on FLOOR
		<input type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input type="checkbox"/> Base Finish	<input type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input checked="" type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/>	None
			Type: Length:
19	<input type="checkbox"/> Telephone	<input type="checkbox"/>	Number of Outlets:
		<input type="checkbox"/>	Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/>	Number of Outlets: None.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
		<input type="checkbox"/>	
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times:
		<input type="checkbox"/>	Other: Venting - Negative to other rooms.
23	<input type="checkbox"/> Acoustical Control - N/A	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input checked="" type="checkbox"/> Other Requirements		Lights on motion sensors - 15 minutes.
			Motion sensor flush controls (but not lo-flow toilets).
		<input checked="" type="checkbox"/>	Ceramic Tile - Gloss FLOOR TO CEILING / Mosaic tile on FLOOR

SPACE CRITERIA

STAFF RESTROOMS - MEN (6) S8



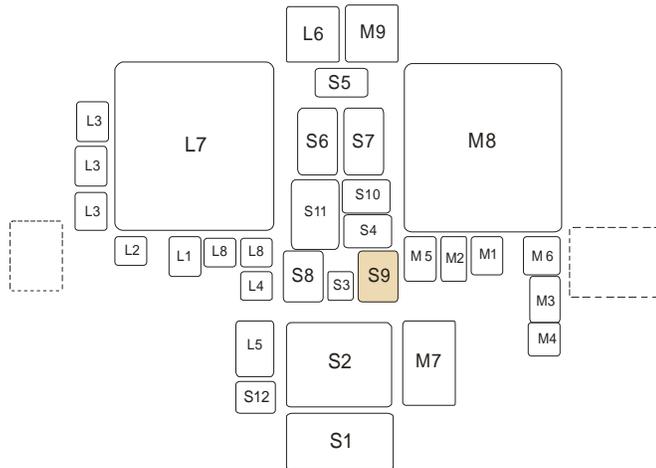
NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **STAFF RESTROOMS - WOMEN (6) S9**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/> NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/> Carpet <input type="checkbox"/> Vinyl Tile <input checked="" type="checkbox"/> Ceramic Tile - Gloss FLOOR TO CEILING / Mosaic tile on FLOOR <input type="checkbox"/> Sealed Concrete <input type="checkbox"/> Other:
17	<input type="checkbox"/> Base Finish	<input type="checkbox"/> Rubber <input type="checkbox"/> Wood <input checked="" type="checkbox"/> Tile <input type="checkbox"/> Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/> None Type: Length: Type: Length: Type: Length: Type: Length:
19	<input type="checkbox"/> Telephone	<input type="checkbox"/> Number of Outlets: <input type="checkbox"/> Number of Handset: NIC: <input type="checkbox"/> Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/> Number of Outlets: None.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/> None <input type="checkbox"/> Built In Video Projector <input type="checkbox"/> Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/> <input type="checkbox"/> White Boards Number: <input type="checkbox"/> Other: <input type="checkbox"/>
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Special Temperature Range: <input type="checkbox"/> Special Humidity Range: <input type="checkbox"/> Special Operating Times: <input type="checkbox"/> Other: Venting - Negative to other rooms.
23	<input type="checkbox"/> Acoustical Control - N/A	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Special:
24	<input checked="" type="checkbox"/> Other Requirements	Lights on motion sensors - 15 minutes. Motion sensor flush controls (but not lo-flow toilets). <input checked="" type="checkbox"/> Ceramic Tile - Gloss FLOOR TO CEILING / Mosaic tile on FLOOR

SPACE CRITERIA

STAFF RESTROOMS - WOMEN (6) S9



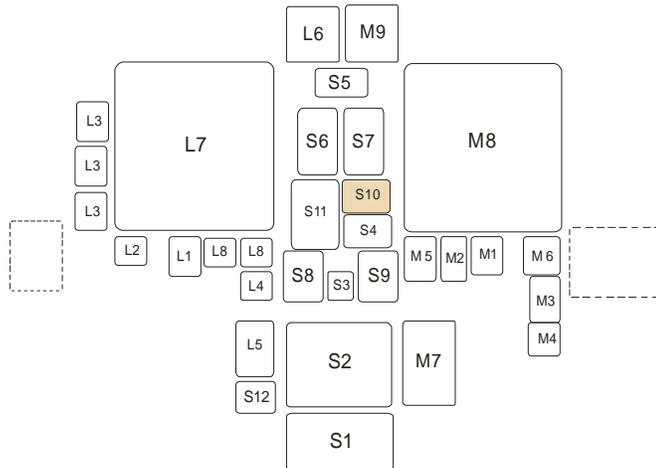
NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **ELECTRICAL ROOM S10**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input checked="" type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/>	None
			Type: Length:
19	<input type="checkbox"/> Telephone	<input type="checkbox"/>	Number of Outlets:
		<input type="checkbox"/>	Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/>	Number of Outlets:
			Special power: Standard for room.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
		<input type="checkbox"/>	
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: 24/7
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control - N/A	<input type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

ELECTRICAL ROOM S10



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

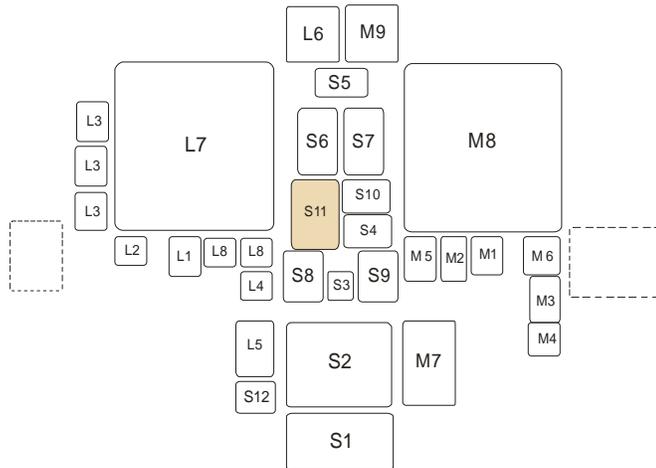
SPACE CRITERIA

MECHANICAL ROOM S11

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input checked="" type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input checked="" type="checkbox"/> Base Finish	<input checked="" type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/>	None
			Type: Length:
19	<input type="checkbox"/> Telephone	<input type="checkbox"/>	Number of Outlets:
		<input type="checkbox"/>	Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/>	Number of Outlets:
			Special power: Standard for room.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
		<input type="checkbox"/>	
22	<input checked="" type="checkbox"/> Special HVAC Requirements	<input checked="" type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times: 24/7
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control - N/A	<input type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

MECHANICAL ROOM S11



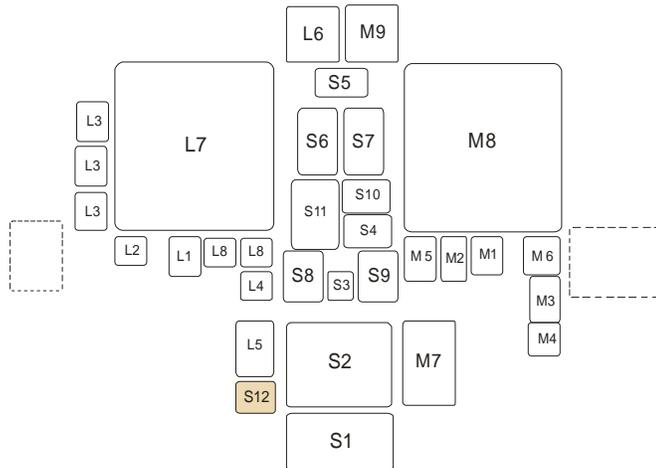
NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.

SPACE CRITERIA **LOADING DOCK S12**

NO.	<input checked="" type="checkbox"/> ITEM	<input checked="" type="checkbox"/>	NOTE
16	<input checked="" type="checkbox"/> Floor Finish	<input type="checkbox"/>	Carpet
		<input type="checkbox"/>	Vinyl Tile
		<input type="checkbox"/>	Ceramic Tile
		<input checked="" type="checkbox"/>	Sealed Concrete
		<input type="checkbox"/>	Other:
17	<input type="checkbox"/> Base Finish	<input type="checkbox"/>	Rubber
		<input type="checkbox"/>	Wood
		<input type="checkbox"/>	Tile
		<input type="checkbox"/>	Other:
18	<input type="checkbox"/> Millwork (type and length)	<input checked="" type="checkbox"/>	None
			Type: Length:
19	<input type="checkbox"/> Telephone	<input type="checkbox"/>	Number of Outlets:
		<input type="checkbox"/>	Number of Handset: NIC: <input type="checkbox"/>
			Special:
20	<input type="checkbox"/> Data	<input type="checkbox"/>	Number of Outlets:
			Special power: Standard for room.
21	<input type="checkbox"/> Audio Visual	<input checked="" type="checkbox"/>	None
		<input type="checkbox"/>	Built In Video Projector
		<input type="checkbox"/>	Projector Screen Power: <input type="checkbox"/> Manual: <input type="checkbox"/>
		<input type="checkbox"/>	White Boards Number:
		<input type="checkbox"/>	Other:
		<input type="checkbox"/>	
22	<input type="checkbox"/> Special HVAC Requirements	<input type="checkbox"/>	Standard
		<input type="checkbox"/>	Special Temperature Range:
		<input type="checkbox"/>	Special Humidity Range:
		<input type="checkbox"/>	Special Operating Times:
		<input type="checkbox"/>	Other:
23	<input type="checkbox"/> Acoustical Control - N/A	<input type="checkbox"/>	Standard
		<input type="checkbox"/>	Special:
24	<input type="checkbox"/> Other Requirements		

SPACE CRITERIA

LOADING DOCK S12



NOTE: This illustration is diagrammatic only. It is not intended to be the actual layout of this space.