

# Department of Human Services (DHS)

## Additional Building Standards

### **Cabinet Work**

Provide double door wall cabinets, with shelves, over entire length of counter top in lunchroom. Provide base cabinets, with shelves, entire length of counter top with exception of the sink space in order to comply with BFD/ADA. Backsplash can be separate from countertop – not “one unit”. Laminate colors to be chosen by lessee

Provide a Basin Guard under the sink to cover the piping, like or equal to Truebro Basin Guard. Color to be chosen by the Lessee.

### **Hardware**

All interior office doors shall have floor mounted door stops.

Doors for the offices/conference rooms to include a side light or partial window.

All office doors shall have door mounted coat hooks.

### **Heating, Ventilating and Air Conditioning**

All HVAC equipment shall be commercial or light industrial grade and shall be installed at grade or within mechanical rooms for easy access and maintenance. **Roof mounted** equipment **will not be considered** unless all other options have been exhausted, and only when easy access will be provided.

May need to provide sound boots in return air plenum for supply opening to maintain STC of 45 in ceiling. This will be decided based on the recommendation of the contractor and approval by DHS.

Roof scuttle may be located in the mechanical room (so it is less accessible to the general public). This will be decided by DHS.

### **Restroom Fixtures**

Toilets and urinals shall be equipped with flush valve hardware similar to Model “OPTIMA Flushometers” hardwire sensor operated.

Toilet seat to have a 1” rise.

Wall mounted baby changing table located in each lobby restroom. Provide a 12" x 36" plastic laminated shelf in each employee's toilet room near the exit no higher than 40" from the floor. This will be hinge mounted so that they may be flush with the wall, when not in use.

Privacy wall will be needed inside the restroom

Meet minimum requirements for restroom fixtures (per local code) plus 60% fixtures for women's employee restrooms.

### **Power/Data/Communication Poles (drops)**

Will be supplied by the Lessee and installed by the Lessor. Installation of power drops, direct, final and complete connection to the modular furniture system shall be the responsibility of the Lessor. This includes cutting of ceiling tiles to accommodate installation of Lessee supplied power poles. All work shall be coordinated with electrical contractor. Each group of 4 workstations will require a power pole or base feed (provided by the systems manufacturer).

### **Tot Area**

Tot room may be needed (DHS to decide on a per location basis) adjacent to the lobby with a tot's bathroom. This is to include one wall of the tot's room should have glass for viewing and it should have a Dutch door. The tot's bathroom specifications are listed below.

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Child size sink, toilet and all associated rough plumbing materials and labor. Toilet to be American Standard 2282.010 Baby Devoro 10" high white, commercial grade. The sink and countertop will be a regular size sink mounted at a child appropriate height.
Touch less single control faucet
Door and hardware materials and labor
Floor tile, floor drain and wall tiles to 48" a.f.f. including materials and labor
Exhaust fan and lighting
Electric hand dryer
Mirror
Drywall and paint (with associated steel studs labor and materials)
Fire Suppression
Grab bars and accessories (including soap dispenser, toilet tissue dispenser, and signage)

### **Vestibule**

Stand alone heater needed in all vestibule(s).

### **Lobby**

In the main lobby, provide and install one wall bracket that tilts/swivels to accommodate a 19" TV/VCR combo.

Flooring to be ceramic tile.

### **Shelving**

Provide a 12" x 36" plastic laminated shelf in each employee's toilet room near the exit no higher than 40" from the floor.

In the store room, provide 30" x 48" floor to ceiling, finished wood, adjustable shelves built into the perimeter of the room. Load limits on the shelves to be discussed on a per project basis.

### **EQUIPMENT**

Provide an indoor enunciator bell and an outdoor push button switch adjacent to truck/service doors, for purposes of notifying State employee that a delivery is pending. Provide a key box to store extra set of keys.

### **SPECIAL CONSTRUCTION**

#### **Reception / Cashier/ Food Stamp Windows (If Required)**

Furnish a transaction window(s) designed and built in a manner that provides a completely assembled, finished unit, installed in a finished opening, with counters. The window shall have a speaker and a pass through opening. A lip on the lobby side of the window will be needed for clients use, built in shelves will be needed on the Lessee side of the window (s). ADA requirements must be maintained. Reception and accounting areas require floor to deck walls.

#### **Visitation Area**

The wall between the visitation room and interview room shall have a 2' x 4' one way mirror/window. This window shall be equipped with a mini-blind on the agency side of the interview room.

#### **Tele-data Room**

Requires floor to deck walls. A separate cooling unit, typically a Liebert System. Special electrical circuits and outlets depending on the equipment needs. Alternatively, a separately zoned system with its own thermostat is

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acceptable. FM-200 fire suppression equipment is required. Antistatic floor tile is required. If the building has more than one LAN/Tele-data room, supplemental cooling system must be provided for all LAN/Tele-data rooms.

### **Snow Removal**

Exterior grounds maintenance, including grass and weed cutting, clippings removal, leaf raking, litter removal, sidewalk surface and parking lot surface maintenance, de icing, and snow removal. Snow removal is to be completed as needed (the morning of snowfall) Monday through Friday excluding State holidays and must be completed by 7:00 A.M. Snow plowing is required with each snowfall of three to four (3-4) inches or more or when blowing and drifting causes a build-up, and there shall be a clear path from the handicapper motor vehicle parking spaces to the barrier free entrances. When necessary, use heavy equipment to remove large accumulations or snow piles from parking area. Snow must be removed from the parking area so that all parking spaces are continuously available. This is to be completed upon the request of the local office manager(s).

### **Security Equipment**

Security equipment (per building requirements and DHS approval) for perimeter security for burglar alarm and the interior fire system. To include: door contacts, glass break sensors, motion detectors, duress switch, CCTV system, DVD recorder, monitor, control panel, swipe cards, and audible alarm.

### **PA system**

PA system with the ability to page all areas of the building and also include the ability to separate out the office areas paging from the main lobby area paging.

### **Card Access System**

Restrict access to staff and/or clients (from lobby to office work area) during certain hours of the day with the ability to see who has entered and when they entered. May be a print reader lock system or card reader.

### **Operable Partitions**

If sufficient conference rooms are unavailable in the space, an operable partition wall **MAY** be required.

Provide and install folding panel partition wall system in the Conference Room(s). Folding panel partition shall be "Classic Series 7950". Electric operation, as manufactured by Hufcor, Janesville, Wisconsin 53547, or approved equal which meets or exceeds following requirements:

- a. Sound Transmission Class: Not less than 49 for full scale 14'-0" x 9'-0 test per ASTM E90-81, (NSSEA Class F).
- b. Track: No. 42 Track system with continuous C channel roll-formed steel.

Seals: Include standard top sweep seal and mechanical drop bottom seal.

### **Signage**

All exterior and interior signage to be included. DHS to work with the lessor and/or contractor on what signs are needed per the location.

### **Trash Bins**

Trash bins to be provided outside of employee entrance(s), the customer entrance, restroom(s), and inside the break room(s).

Cigarette disposal bin(s) to be provided at the employee and customer entrance(s).

### **Storm Shelter**

In lieu of storm shelter area/tornado protection, have an interior "safe room" to meet industry standards.

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<b><i>Minimum Electrical Power Requirements for General Office Space</i></b>	
Full Height Offices	Provide 4 standard 120-volt 20-amp duplex receptacles supplied by a 20-amp general service circuit.
Conference Rooms	Provide 4 120-volt 20-amp duplex receptacles.  Provide 1 120-volt 20-amp GFI duplex outlet near the counter/sink.
Systems Furniture	Provide for each grouping of 4 cubicles or less a wiring assembly consisting of 8 conductors back to the circuit breaker panel, to yield at the systems furnishings 3 hot, 3 neutral, 1 common ground, and 1 isolated ground (either three 15-amp or three 20-amp breakers)  Connection to systems furniture shall be made by Owner/Lessor using State supplied base feed power conduit or State supplied power poles.
Photocopy Machines	Provide 1 isolated ground 20-amp duplex receptacle supplied by a dedicated 20-amp isolated ground circuit per copy machine.
Restrooms	Provide 1 120-volt 20-amp GFI duplex outlet near each of the lavatory counter/sinks.
Break room	Provide 5 120-volt 20-amp GFI duplex outlets near the counter/sink. Provide 8 120-volt 20-amp GFI duplex outlets for the walls.