

**DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)  
Supplemental Additional Building Standards**

**PURPOSE**

The purpose of this enclosure is to outline special requirements for design and construction for the Michigan Department of Health and Human Services facility. This enclosure supplements the Michigan Department of Technology, Management & Budget's New Office Building and Office Tenant Fitout Design Standards, and the requirements of the Project Component Checklist, Programming Analysis, Lease, and Lease Procedures.

These standards set a minimum design direction for the Michigan Department of Health and Human Services office construction components and systems; however they do not address every possible building component encountered. The Lessor is responsible to furnish and install all items described in the document unless otherwise noted.

Adherence to these standards is mandatory; however any equal or improved concepts, methods or products are encouraged and will be given full consideration. Written approval by the State of Michigan is required for any deviations or exceptions from these standards. Approval is required prior to the final release of construction documents for bids or construction. If conflicts are discovered between this enclosure and the New Office Building and Office Tenant Fitout Design Standards, the more stringent design requirement or the higher quality of material shall be provided.

**DHS Building Planning**

**Parking**

Employee parking must be secured and separate from public parking. The assigned spaces for State cars should be included with staff parking. Additional barrier free spaces above code requirements will be needed in both the staff and visitor lots.

Provide a 6-foot high industrial grade chain link fence at perimeter of employee parking lot along with a card activated motorized horizontal sliding gate for employee entry/exit. Provide a pedestrian gate with lock and latch for sidewalk access.

Provide a guard station in the visitor parking lot, approximately 36 square feet, with heat, ventilation, and electricity, and telephone. Guard station shall have large windows and provide a view of the parking lot and surrounding grounds. Depending on the facility surroundings, it may be essential that this structure is elevated for proper surveillance.

**Security Fence and Gate at Employee Parking Lot**

Provide a 6-foot high industrial grade chain link fence at perimeter of employee parking lot along with a card activated motorized horizontal sliding gate for employee entry/exit. Provide a pedestrian gate with lock and latch for sidewalk access.

**Large Divisible Conference Room**

The large conference room shall be provided with three operable partitions to divide the space into four equal smaller rooms. Provide a sink and coffee station cabinetry in one of the smaller rooms.

**High-Density Filing**

This facility will contain a high-density filing area.

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**Tot Room (required for child welfare offices or combined case assistance/child welfare offices)**

A Tot Room may be required adjacent to the main public entry lobby (DHS to decide the need and size on a per location basis). One wall of the Tot Room is to have a 48" x 36" one-way observation window for viewing. Provide a Dutch door as an entry point into the tot room.

Adjacent to the Tot Room provide a Tot Toilet/Shower Room. The following fixtures and equipment are to be provided with this room: a child size commercial grade water closet (American Standard 2282.010 Baby Devoro 10" high, or approved equal), with grab bars. Provide a wall mounted standard size hand sink at a child appropriate height with touch-less sink controls. Provide a 48" x 48" ADA-compliant shower stall with a handheld shower and grab bars, shower curtain and rod. Provide toilet room accessories per the Office Design Standard. Provide an electric hand dryer mounted at a child appropriate height, Provide a floor drain and signage. Provide ceramic floor tile and ceramic wall tile at all wall locations.

**Lobby**

In the main public lobby, provide one tilt/swivel TV/VCR wall mounting bracket with blocking and electrical and cable outlet. Provide ceramic tile floor and base grouted with integral sealer.

**Toilet Rooms**

Separate employee toilet rooms for both men and women, and at minimum one public unisex single user toilet room, accessible from the lobby. Comply with local code requirements if a unisex single user toilet room is not permitted. Restrooms must comply with ADA and Michigan Barrier Free Design guidelines. Provide automatic door operators on all restroom doors, including those for employees only.

Toilet rooms shall have 1 120-volt 20-amp GFI duplex outlet near the lavatory counter/sink, and the public toilet room shall have an electric hand dryer.

**Toilet Room Fixture Counts**

For all DHS facilities, as a minimum 60% of the building population employee count is female. **Base the toilet fixture count on this ratio.**

**Truck/Service/Storage area**

Provide a minimum 350 SF Storage Room, adjacent to truck loading dock. Room shall have VCT or terrazzo floor and base. Include double leaf hollow metal doors (6-foot total width) at building interior. Provide an indoor annunciator bell and an outdoor push button switch adjacent to truck/service doors, to notifying State employee that a delivery is pending. Provide a key box to store extra sets of keys.

**Employee Entrance:** Shall have exterior security lighting and low voltage, hard wired doorbell at the employee entrance for deliveries.

**Reception / Cashier/ EBT Windows (If Included in Program)**

At building main lobby area, provide a pre-manufactured bullet proof level 3 (UL 752) transaction window(s) with a speaker port, pass through opening and counter. Full length counter is to be provided on lobby side. On the office side provide a full length counter with built-in file cabinets between staff seating.

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Provide fiberglass bullet resistant panels at lobby side of wall at transaction window assembly. At reception and accounting areas, extend walls from finish floor to roof/floor deck above. Provide lockable door separating cashier from reception area.

**Visitation, Observation and Interview Rooms**

The wall between the visitation room(s), observation room and interview room shall have a single 2' x 4' one way observation window unit. This window shall be equipped with horizontal blinds on the agency side of the interview room.

**First Aid Room**

Provide a wall mounted sink in the First Aid Room.

**Floor-To-Ceiling Room Power and Data Requirements**

All floor-to-ceiling rooms (hearing, interview, conference, training, office and storage) require an outlet and data port on 3 (three) of the four walls. In a raised floor application, the power requirements would be the same but, the locations would be in the floor.

Hearing, Interview, Conference and Training Rooms: Provide four (4) 120V 20 amp duplex receptacles and one (1) 120V 20 amp GFCI duplex receptacle near any sink/counter in such rooms

Offices: Provide four (4) 120V 20 amp Duplex receptacles supplied by a 20 amp general service circuit. One of the four shall be an orange isolated circuit receptacle.

Hearing, Training and Conference rooms will also require power/data in the floor located in the center of the room. The conference and training rooms may also have extensive equipment as well, including video, microphones, and/or flat screens, etc. Although the State will be providing these items, electrical and communication rough-in and support will be required.

**Telephone-Data Room**

Provide a separate stand-alone cooling unit at all Telephone-Data rooms with its own thermostat. Special electrical circuits and outlets will be required depending on the equipment needs. Fire protection shall be a wet system with 2-shut-off valves and solenoid valve. The solenoid valve shall be wired back to the fire alarm panel. FM-200 fire suppression equipment maybe provided in lieu of the wet system described.

**Mail Room**

Provide a Mail Room with a mail pick up station consisting of slotted 6" high x 12" wide "pigeon-hole" slots. Provide one "pigeon-hole" slot for each employee. Mail pick-up station shall be constructed of particle board faced with plastic laminate.

**DHS Building Components**

**Wall Reinforcing**

All hearing, training and conference rooms that are floor-to-ceiling require 1 (one) wall to be reinforced with ¾" plywood. (Assume a full sheet of plywood the length of one wall in every room. The State understands it to be any wall other than the wall the door is located in to avoid custom door frames).

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**Office Furniture Mounting Reinforcement**

All offices that are floor-to-ceiling require 2 (two) walls to be reinforced with ¾" plywood as a backer in preparation for wall-tracked modular furniture components. (Assume a full sheet of plywood the length of two adjoining walls in every room. The State understands it to be any walls other than the wall the door is located in to avoid custom door frames).

**Cabinets**

Provide base cabinets with counter top in lunchrooms, break rooms and conference rooms.

**Break and/or Lunch Room Cabinetry and Power Requirements**

Lunch rooms are to have a minimum of 12 lineal feet of base cabinets and upper cabinets. Provide upper wall cabinets with adjustable shelves over entire length of counter top except a three-foot section to allow use of a commercial coffee maker. Provide base cabinets with adjustable shelves and drawers under the entire length of counter top. Each break room will include 2 (two) refrigerators, microwaves and coffee machines and 3 (three) vending machines. Power will need to be sufficient to support all of this equipment.

**Security Equipment**

Provide power, conduit, design coordination, and vendor access for security equipment for a building perimeter burglar alarm. System will include door contacts, glass break sensors, motion detectors, duress switch, CCTV system, DVD recorder, monitor, control panel, swipe cards, and audible alarm.

**Card Access System**

Provide power, conduit, design coordination, and vendor access for a card access system that will restrict access to staff and/or clients during designated hours (control access into designated parking areas, the facility and from the main public lobby to office work areas). The system shall have the ability to electronically record and track employee entry and exit from the facility. Provide as a minimum 100 extra security cards. The system may be a print reader lock system or card reader.

**PA system**

Provide power, conduit, design coordination, and vendor access for a PA system with the ability to page all areas of the building. System will have a minimum of two zones; one zone for the main public lobby and one zone for the remaining areas of the facility.

**Signage**

At the building exterior provide one exterior back lit sign, building address, building identification and employee/ public parking identification. At building interior provide signage at all walled offices and rooms. Include all signage identifying toilet rooms, handicap parking areas and other signage required by governing jurisdictions.

**Trash Bins**

Provide covered trash bins inside the break room(s). Provide trash bins at public entrances, and toilet rooms.

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**DHS Telecommunication Room Requirements**

The following are estimated utility requirements for DTMB Telecom equipment at DHS Telecommunication Rooms. This criteria is to be verified during the design review process.

Verify the type, style and quantity of twist-type plug at Telephone-Data Rooms.

- WAN - Equipment provided by AT&T under Link Michigan
  - Estimated equipment - Cisco 3825
  - Power requirements 100V 10 Amp (dual power supply)
  - Estimated heat dissipation 2050 max (BTU/Hr)
  - Rack space 2U
  - Requires 2x NEMA 5-15
  
- LAN - Estimated ports to support **a minimum of 230 staff**  
Including IP Phones (1.2\*175)  
Estimated equipment Catalyst 4506 with 2x 4200W power supplies supporting POE.
  - Power requirements 2150 Watts
  - Estimated heat dissipation 5550 max (BTU/Hr)
  - Rack space 10U
  - Requires 6x (=2x3) NEMA 5-20
  - The WAN router is a 2811 and require 1 RU
  
- ISR - Estimated equipment - Cisco 3825 with CUE
  - Power requirements 100V 10 Amp (dual power supply)
  - Estimated heat dissipation 2050 max (BTU/Hr)
  - Rack space 2U
  - Requires 2x NEMA 5-15
  
- UPS - Estimated equipment
  - Two x (TrippLite SU3000RTXL3U w/BP240V10RT-3U external battery pack)
  - Power requirements 100-120 V, 2400 Watts (per UPS)
  - Rack size 6U (=3U+3U) per UPS & external battery pack
  - Requires NEMA L5-30R per UPS & external battery pack
  - = 2 x NEMA L5-30R, each on dedicated circuits
  - L5-30P 110v 30A power outlet
  
- Estimated minimum of Two x Racks (19" x 6'). Given the number of data drops a third rack may be required.

Note the WAN, LAN and ISR equipment will plug into the UPS, which in turn will connect to building power. Minimum 2x NEMA 5-30R on separate circuits required for UPS; additionally, a minimum of 10x NEMA 5-20R on 3 separate feeds are required for UPS maintenance/replacement.