

DEPARTMENT OF HEALTH & HUMAN SERVICES – Additional Building Standards

PURPOSE

The purpose of this enclosure is to establish a minimum level of design quality and material selection for the Michigan Department of Health & Human Services (DHHS) lease. This enclosure is to supplement the Michigan Department of Technology, Management & Budget's (DTMB) Minimum Office Building Design Standards.

These standards set minimal design direction for the DHHS 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 Minimum Office Building Design Standards the more stringent design requirement or the higher quality of material shall be provided.

1. DHHS Building Planning

A. Vestibule

Provide supplemental heating unit in all vestibules.

Provide inset walk-off floor mat at all entrances.

At customer entry and at employee entry swing doors (including air-lock vestibules) provide power operated push-button door operators for handicap operation per current Americans with Disabilities Act (ADA) requirements.

B. Lobby

In the main public lobby, provide one tilt/swivel TV/DVD wall mounting bracket with blocking and electrical and cable outlet.

Provide ceramic tile floor and base grouted with integral sealer. Any equal or improved methods or products are encouraged and will be given full consideration.

C. Truck/Service/Storage Area

Provide a storage room, minimum of 350 sq. ft., adjacent to truck/service area. Room shall have vinyl composite tile VCT floor and base. Include double leaf hollow metal doors (6-foot total width) at building exterior and interior. 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 sets of keys.

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D. Reception / Cashier / Area

At building main lobby area, provide a pre-manufactured transaction window(s) in vertical baffle configuration and stainless-steel U-channel framing. Glass for transaction window shall be bullet resistant level-3 per UL 752. Pass through opening to be stainless steel recess cash tray(s) 16"x8", and a counter area on the lobby side of office. The office side will be modular furniture provided by the Lessee.

Walls adjacent and below transaction windows shall have bullet resistant construction. Fiberglass ballistic panels shall be 5/16-inch thickness with UL-200, level-2 rating. Face bullet resistant panels with gypsum board.

E. 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 sill height should be 30" and shall be equipped with horizontal blinds on the agency side of the interview room.

The interview rooms shall have a door that contains a side light or door window.

Provide Luxury Vinyl Tile (LVT) or VCT hard surface flooring for these areas.

F. Telephone-Data Room

Provide a separate stand-alone cooling unit or zone for all Telephone-Data rooms with its own thermostat.

Provide fire protection system as described in the DTMB Minimum Design Standards.

Landlord to be responsible for the temperature control of this room.

G. Break Rm./Kitchen

Oven, stove, and dishwasher are not to be installed in DHHS facilities.

H. BAS/HVAC

Landlord to provide internet and computer to monitor Building Automation System (BAS)/Heating, Ventilation and Air Conditioning (HVAC).

2. DHHS Building Components

A. Cabinets

Provide base cabinets with counter top in lunchrooms, break rooms, and conference rooms. 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. Provide base cabinets with adjustable shelves and drawers under the entire length of counter top. Molded backsplash is not permitted.

Laminate colors to be chosen by lessee.

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B. Doors and Hardware

All office doors shall have door mounted coat hooks.

Supply electricity and strikes for security card access system, this would include all exterior doors, the doors off the lobby, and doors that enter staff areas.

C. Restroom Fixtures and Accessories

Provide power operated push-button door operators for handicap operation per current ADA requirements for both client and employee toilet rooms.

The power operated push-button door operator must either be on a pilon or the proper distance from the door per the ADA door clearance requirements.

Paper towel and trash bins to be selected by DHHS to determine appropriate quantity and size.

Locking toilet paper dispensers required.

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

D. Corner Guards

Provide 4-foot high commercial grade vinyl corner guards at all outside corners of interior wall and columns at locations subject to high use and abuse.

E. Security Equipment

DHHS will provide and be responsible for burglar security infrastructure for each facility. However, lessor will be responsible for providing power and access to security system vendors.

Lessor is responsible for fire alarm system and monitoring which will need to include strobes and alarm (sound) notification.

F. Security Fence

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. DHHS will provide and be responsible for the security cameras. However, lessor will be responsible for providing power and access to security system vendors.

Provide chain link fencing at retention ponds to comply with local ordinances.

G. Public address (PA) and Intercom system

DHHS will install a PA system for each facility and an intercom system for the observation/visitation area. However, lessor must provide power and access to the PA and intercom system.

H. Card Access System

DHHS will install a card access system. However, lessor must provide power and access to other building systems to allow for installation.

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I. Signage

All signage must meet local code requirements. 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, Automated External Defibrillators (AED), evacuation routes, designated shelter areas, fire exits, and other signage required by governing jurisdictions.

J. Trash Bins

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

Provide an exterior dumpster pad with screen wall to match building exterior materials complying with local ordinances.

K. Power/Communication Poles/Base Feeds for Furniture Systems

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 a base feed (provided by the furniture systems manufacturer). Provide 90-degree elbows for power and communications at connection to exposed wall and floor boxes.

Utility requirements and telecom equipment to be determined by DTMB during design review process.

L. Electrical Power Requirements

Full Height Offices: Provide 4 standard 120-volt, 20-amp duplex receptacles supplied by a 20-amp general service circuit. One of the four shall be an orange isolated circuit receptacle.

Conference Rooms: Provide 4, 120-volt, 20-amp duplex receptacles. Provide 1, 120-volt, 20-amp GFI duplex outlet near the counter/sink.

Furniture Systems: 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). Connections to systems furniture shall be made by Lessor using State supplied base feed, power conduit, or supplied power poles.

M. Data

Will be supplied and installed by DTMB.

N. Cellular Service

Cellular service enhancing network equipment may be installed. If the installation of this equipment requires the penetration of any rooftop, outside wall, or other structure, the Lessor is to allow this service to proceed as necessary.

O. Floor Plans

Lessor to provide DHHS with an electronic AutoCAD drawing of the final plan.