

PURPOSE

The purpose of this enclosure is to establish a minimum level of design quality and material selection for the Michigan **Department of Labor & Economic Opportunity** (LEO) 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 LEO 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.

LEO Building Planning

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.

Lobby

In the main public lobby, provide backing and electrical for 2 number displays. Locations coordinated with LEO representative.

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

Reception / Triage / Interview

At building main lobby area, provide 10 - 6' individual 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. **Any equal or improved methods or products are encouraged and will be given full consideration.**

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.

BAS/HVAC

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

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.

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 LEO to determine appropriate quantity and size.

Locking toilet paper dispensers required.

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

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.

Security Equipment / Card Access

LEO will provide and be responsible for card access for each facility. However, lessor will be responsible for providing power, concealed pathways in wall construction for low voltage wiring 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.

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 (provide security panels as needed to eliminate potential for person to reach from outside the secure area to unlock the gate). LEO will provide and be responsible for any security cameras. However, lessor will be responsible for providing power and access to security system vendors.

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.

Permits are responsibility of lessor/contractor.

Trash Bins

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

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.

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.

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.

Data

Will be supplied and installed by DTMB. Lessor to provide cable tray.