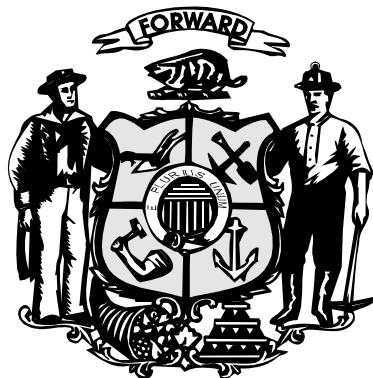


# OFFICE SPACE AND GENERAL FACILITY DESIGN STANDARD

RULES AND INFORMATION FOR  
STATE AGENCY SPACE PLANNING & MANAGEMENT IN  
STATE OWNED AND MANAGED FACILITIES



BY THE STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF STATE FACILITIES  
MADISON, WISCONSIN  
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Updated Master

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## 1. Introduction and Purpose

*The Office Space and General Facility Design Standards (DSF Space Standards)* establishes interior design space layout standards and criteria for new buildings as well as major and minor alterations of Department of Administration (DOA)-owned buildings. The purpose of these standards is to ensure that all DOA-owned buildings efficiently use space while also providing a safe and comfortable environment for employees and visitors. This document applies to all new facilities or alterations of DOA-owned facilities and contains policy and technical criteria to be used in the programming, design, and documentation of DOA buildings.

The *DSF Space Standards* are to be used in conjunction with the specific building program for each project, which delineate all project information, such as number and sizes of building spaces, and requirements for mechanical, electrical and other operating systems. The DSF Space Standards aim to ensure that all design components of a project are integrated to benefit facility operation, energy efficiency and fully realize other project criteria.

Since the *DSF Space Standards* contain general criteria, there may sometimes be conflicts between the *DSF Space Standards* and specific project requirements.

**The provisions of this document are not intended to prohibit the use of alternative systems, methods, or devices not specifically prescribed by this document, provided DOA has approved such alternatives.**

END OF SECTION

## **2. Space Management Policy**

Under Wisconsin State Statute 16.84 (5), the Department of Administration is given responsibility for all functions related to the leasing, acquisition, allocation and utilization of all real property owned by the state, except where such responsibility is otherwise provided by the statutes.

This space management policy is created to guide agencies when undertaking space planning, space project requests and any changes to state space and must be adhered to in all DOA-owned or leased buildings. In addition, all plans and other documentation pertaining to space projects or tenant improvements, must be reviewed and approved by the Division of State Facilities, Bureau of Portfolio & Operations Management (DSF,BPOM) prior to any work being undertaken.

In order to achieve consistency and efficiencies in the DSF space management functions, a number of space related specifications, standards and guidelines have been created and are available in written form or on the DSF website. The regulations follow generally accepted International Facility Management Association (IFMA) national space management Best Management Practices and/or Building Owners Managers Association (BOMA) guidelines.

These standards are intended to give all state agencies and those performing facility related functions a list of requirements and processes to be followed.

### **Policy Objectives:**

- Maintain consistency from agency to agency and building to building in our DOA spaces and space management practices.
- Provide a safe, comfortable and consistent environment for all employees and visitors.
- Ensure conformity to DOA space standards, guidelines and requirements.
- Maintain building flexibility and consistency to accommodate organizational change.
- Ensure compliance with DSF Sustainable Facilities Standards

### **DOA Facility Location:**

It is the state's intent that the location of state-owned or leased facilities be located, constructed and consolidated in harmony with the desires and needs of the agency along with the concerns of local governments whenever feasible.

**DOA Office Space:**

It is in the best interests of the State of Wisconsin that facilities owned or leased for use by state employees be managed in the most efficient and cost-effective manner possible. It is the goal of this policy to provide standards and to manage our DOA-owned or leased space as consistently and efficiently as possible. Agencies, programs and employee's are allocated an amount, type and particular design of space that DOA and the agency have determined to be necessary and appropriate for the function of the particular job and achievement of state business.

**Submittals and Approvals:**

The DSF Bureau of Portfolio & Operations Management (BPOM) must review and approve any changes to space allocation, design or construction in all DOA-owned buildings. Any state agency or group wishing to make a space change must contact the BPOM and follow the Space Management specifications, standards and guidelines as published. The DSF, BPOM along with the Bureau of Facilities Management (BFM) will work with your agency to make sure your project is in the best interest of the state, follows the design process, standards and is completed per state policy.

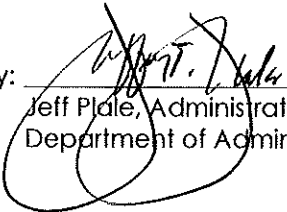
**Appeal Process:**

Appeals of a decision made by BPOM in opposition to an agency request must be submitted in writing to the BPOM Bureau Director. The appeal may include a request for waiver of the standards being enforced by BPOM and a clear, concise written justification as to why a waiver of standards is being requested. The DSF Bureau Director has authority to grant waivers pertaining to space management specifications, standards and guidelines if circumstances and the best interests of the requesting agency warrant it.

**Specifications, Standards and Guidelines:**

The space management guidelines, standards and specifications referred to in this policy have been set forth and published by DSF and are available in hardcopy form or on the DSF website. All DOA-owned or leased space management issues pertaining to space requests, furniture changes, design, construction and related issues fall under these requirements and must be approved by DSF prior to implementation.

Reviewed and Approved by: \_\_\_\_\_

  
Jeff Plale, Administrator, Division of State Facilities  
Department of Administration

## **2.1 Space Request**

The DSF Space Request Form and Instructions can be found by clicking on "forms" on the DSF webpage titled "Portfolio Management – Leasing". A link to the form is also below:

**<http://leasing.state.wi.us/docview.asp?docid=9115&locid=111>**

A Space Request must be completed each time an agency wishes to add or reduce their existing space within a DOA office building. Space Requests are to be completed prior to the onset of design or construction and are required to be approved for financing by the State Budget Office.

## **2.2 Vacancy Request**

The DOA/DSF Vacancy Request in State Owned Buildings can be found on the DSF Leasing Web Page under forms.

### **Vacancy Request Approval Process:**

1. Tenant Agency submits completed Vacancy Requests to DSF
2. DSF reviews submitted Vacancy Requests and space to be vacated to determine if space is "leasable" or "tenantable" space.
3. Current tenant agency must pay for the expense to make the space "leasable". This means the space is ready for a new tenant in a finished "white box" condition; the space is configured with demising walls that separate it from other tenants and there is direct public access to this space. Or the space may be "tenantable", space is ready for a new tenant from another agency with limited work and no additional requirements related to security from the new agency or the existing agency making the vacancy request.
4. Once DSF determines that the identified space is leasable or tenantable, the request is approved. See **2.3 Guidelines for Rent Termination in State Office Buildings** below.
5. If space is not leasable or tenantable, DSF works with the SOB Building Manager and tenant agency to identify options to make space leasable, or to identify alternate areas that could be vacated and qualify as leasable or tenantable. For Example:
  - Does the space need to be reconfigured/remodeled?
  - Will furniture/fixtures/equipment be left behind?
  - This review will try to identify alternate space that can be vacated and if successful, the Vacancy Request will be revised to reflect the new location.
6. If space can not be made leasable or tenantable via the process in #5 above, the request is not approved.

7. DSF will provide a construction estimate for the project. The tenant agency will be billed upon project completion, with the total amount billed not to exceed 110% of the original estimate.
8. DSF will provide an initial response within 30 days of receipt of each Vacancy Request.

### **2.3 Guidelines for Rent Termination in State Office Buildings**

Upon approval of a Vacancy Request, the tenant agency will be released from rent on one of the two following timelines, depending on which of the following conditions occurs first:

- Three months after DSF takes possession of the space to prepare it for an identified, new tenant or
- Six months after space is vacated (up to 10,000sf), 12 months after space is vacated (10,000sf and above)

Exceptions to these timelines may be made due to loss of program or funding.

Costs of reconfigure or remodel to make space tenantable upon vacating:

- The current tenant agency pays for costs to make the space leasable, designed and constructed by DSF.

END OF SECTION



### 3. General Design Philosophy & DSF Master Specifications/Design Guidelines

The purpose the Division of State Facilities' Master Specifications and Design Guidelines is to ensure that each construction project is designed to achieve the maximum effectiveness and efficiency in cost, function and energy consumption. Projects shall also be designed to achieve the maximum compatibility with the mission of each institution or facility, permit access and use by persons with disabilities and protect the natural environment.

The Department of Administration (DOA) is committed to excellence in the design and development of its sites and buildings. For DOA, this means an integrated approach that achieves the highest quality of building efficiency and aesthetics in meeting, while also meeting the needs of the building's users and accomplishing the construction goals of client agencies. For this purpose the DOA Division of State Facilities (DSF) has developed Master Specifications and Design Guidelines that are to be followed for the construction of all state office buildings. The DSF Master Specifications and Design Guidelines can be found online at:

<http://www.doa.state.wi.us/section.asp?linkid=60&locid=4>

#### 3.1 Flexibility and Adaptability

State buildings undergo many changes during their lifetimes. As government missions and priorities change, state agencies are created, expanded and abolished. As a consequence, requirements for space and services change frequently and space must be reconfigured often. The flexibility to accommodate continual change needs to be built in to building design from the outset and should also be respected in subsequent alterations of state buildings. Therefore, the DSF Master Specification and Design Guidelines acknowledge that flexibility of use is necessary in all DOA buildings.

#### 3.2 Environmental Policies & Practices

DOA is committed to incorporating principles of sustainable design and energy efficiency into all of its building projects and, therefore, requires that construction projects follow DSF's Sustainable Facilities Minimum Standards. Sustainable design seeks to design, construct and operate buildings to reduce negative impact on the environment and the consumption of natural resources. The DSF Sustainable Facilities Minimum Standards can be found online at:

<http://www.doa.state.wi.us/category.asp?linkcatid=783&linkid=135&locid=4>

#### 3.3 Universal Design Standards

All state buildings shall incorporate a universal design philosophy (products, technologies and the built environment). The building design should serve the broadest range of people, regardless of levels of ability or mobility, age, gender or physical stature without the need for adaptation or specialized design.

**All Projects are to meet the 2008 Wisconsin Commercial Building Code, which includes the 2006 International Building Code (IBC), the International Existing Buildings Code (IEBC), the American with Disabilities Act (ADA), the International Energy Conservation Code (IECC), the International Mechanical Code (IMC), and the International Fuel Gas Code (IFGC).**

END OF SECTION

Updated: April 1, 2011

## **4. Life Cycle Costing**

### **4.1 Purpose**

Life Cycle Costing (LCC) is an important economic analysis used as a part of building and project design. This analysis seeks to identify building and construction alternatives that help control operating and functional costs. It compares initial investment options to identify the lowest cost alternatives over time.

Under DSF guidelines, life cycle cost analysis shall be used for the design and location of any new building, structure, major remodeling, or building addition.

The Architect/Engineer (A/E) shall contact local utility companies to determine available demand-side management programs and no-cost assistance provided by these companies to designers and owners.

### **4.2 Applications**

Basic applications of LCC are addressed within the individual chapters herein and may be further defined within an A/E's design programming scope requirements. In general, LCC is expected to support selection of all building systems that impact energy use: thermal envelope, passive solar features, fenestration, HVAC, domestic hot water, building automation and lighting. However, LCC can also be applied to building features or involve costs related to occupant productivity, system maintenance, environmental impact and any other issue that impacts costs over time.

### **4.3 Procedures and Approach**

It is important to recognize the significance of integrated building systems design in the overall efficiency of the design. The most effective approach to LCC is to appropriately integrate it into the design process.

A building's design evolves from general concepts to detailed analysis. LCC needs to follow the same approach by focusing first on general concepts and then moving towards a focused detail study.

Further, in order to effectively develop a project, commitments should be made early on regarding building systems and such decisions should be retained throughout the project. This means that proposed building systems should be analyzed for appropriateness during the first stages of a project's Design Development Phase. Then a commitment on direction for systems should be made following this analysis with any further LCC studies focused on the detail within each system.

All LCC effort should be completed in the Design Development Phase of the project.

END OF SECTION

## 5. Definitions

*Terms not defined here shall be interpreted as can be appropriately inferred and in and general common usage.*

**Building Common Support Space** – A space allowance of support facilities that are shared by all groups within the facility. These include such areas as main building reception, security rooms, mailrooms, large meeting facilities and training rooms. Building common spaces may be located on any floor of the building. (These may also be referred to as building common areas.)

**Building Common Area** – A measure of all internal spaces of the building that provide service to building tenants (i.e. mechanical rooms, locker rooms, bathrooms, common conference rooms, etc).

**Building Loss Factor**- Usable area that is not available for use by the occupant to house furniture or personnel due to significant building impediments and or floor plate restraints. All floor plates will have some building loss, however the factor is only applicable when the loss can be measured or demonstrated to have a significant impact on the occupant's space requirements. Common building loss factors are excessive column size, curving walls, irregular or constrained floor plates which would require the occupant to require additional usable area in order to accommodate their functionally programmed requirements.

**Circulation Space** – Space allowances for the areas between landscape office workstations, semi-enclosed areas, enclosed areas, open work areas and support spaces.

**Dedicated Support Space**- A space allowance for files, equipment, storage, etc., that is shared with others and must be located adjacent to the individual's workplace.

**Private Office** - A workstation with four-sided, floor-to-ceiling enclosures using drywall, demountable or removable partitions.

**Facilities Program**- A statement in written and graphic form that defines the criteria for the design of a facility, at a particular point in time.

**Floor Common Support Space**- A space allowance for the support facilities that are shared by all groups on the floor. Examples include floor kitchens and copy areas

**Floor or Building Assignable Area**- A measure of all internal space on a floor or floors of a building, excluding vertical penetrations, building common areas, and circulation space. It is used in planning to determine functional space needs of employees, equipment and workspaces. When planning for space, a circulation factor is added to the calculated assignable area to account for hallways and accessibility, this number is then used as the useable office area required by the tenant.

**ADD: Client Survey or Programed Needs – Per HOLLY**

**Floor or Building Useable Area**- A measure of all internal space on a floor or floors of a building, excluding vertical penetrations and building common areas. The space that is actually useable

by an agency or department. It does not include accessory areas such as washrooms, janitor closets, electrical and telephone closets, public corridors and elevator lobbies. Corridors within the boundaries of a department's space are included in the useable space and are also termed circulation space. The useable office area is computed by adding circulation to the assignable area or by measuring the occupied space to the dominant portion of the finished surface.

**Floor or Building Rentable Area-** A measure of all internal space on a floor or floors of a building, excluding vertical penetrations. It is used in lease agreements. It may be calculated by measuring the actual or proposed space for rent or, by adding a percentage factor or multiplier to the required useable area to account for the tenant's use of common space in the building. All measurements will be in accordance with the Building Owners Managers Association (BOMA) and International Facility Management Association (IFMA) method of measurement. For a whole building the rentable area is measured to the dominant portion of the inside of the exterior walls. The factor or multiplier will vary according to the type of building and the type of tenancy, e.g., single tenant floor, multiple tenant floor, whole building, etc. The rentable area remains constant for the life of the building unless additional area is constructed.

**Full-Time Equivalent (FTE)** - A measure of labor utilization which approximates the number of persons employed by a department. Typically requires a workspace

**Limited Term Employee (LTE)** – An individual hired for a specific project on a short term basis or limited hourly basis, and is an employee of the state. Typically requires a workspace.

**Functional Program** - A detailed statement describing what is needed by a department to perform its activities efficiently, safely and comfortably. It includes a description about the occupant group's requirements for each workstation, support, circulation and special purpose spaces, based upon the approved space standards and guidelines. It also describes how the areas relate to each other functionally and may describe the type and size of furniture and equipment that needs to be accommodated. A functional program is used by a designer to complete a space layout.

**Group Support Space-** A space allowance for files, equipment, storage, enclosed rooms, meeting areas etc., which is shared by a group of workers.

**General Office Space** - Office space used to accommodate general administrative functions (workstation, support, and circulation space) and does not require special design and construction because of other special program delivery activities. General office space can usually be reallocated between departments with minimal changes required.

**Integrated Workplace Strategies-** An umbrella term that encompasses a holistic approach to accommodating work. This is done by not only looking at how and where people work but also the work process, technology and management policies that are required in order to achieve maximum utilization of personnel, facilities and all other resources to achieve the greatest return on the investment.

**Open Workstation** - A workstation with either no enclosures or two to three enclosures (such as screens or panels) below ceiling height.

**Remote Support Space** – Support space located off-site or at a remote location such as records, storage, meeting rooms and training facilities, etc.

**Space Allocations**- Allocations for floor area to accommodate individual people or groups, or specific furniture and equipment so that a particular function can be performed.

**Space Utilization Program** – A statement in written and graphic form, similar to a facilities program, but limited to a definition of required areas and their use.

**Special Purpose Space** - Additional, non-standard areas required by a department to accommodate specific activities which are unique and essential to delivery of the department's particular program. Examples include laboratories, health units or clinics, courtrooms, hearing rooms, staffed libraries, mainframe computer rooms, workshops, central mail operations rooms, radio/communications centers, survey and mapping rooms, public assembly areas, exhibit areas, conference or training complexes, central storage/warehousing areas, trade shops, etc. Special purpose space is not included in the space envelope allocation determined under these standards.

**Support Space** - Shared space containing furniture, equipment or materials used by a department. These include photocopier rooms, file cabinets, meeting rooms, coffee counters, etc. These shared spaces are located near the people that use them on a regular basis and may be enclosed or open depending on the type of equipment and the work performed in them.

**Tenant Improvements (TI)**–The construction of interior space to meet the requirements of the requesting agency or department. This includes wall partitions, screens, finishes, signage and modifications to telephone, lighting, electrical, heating and ventilation as necessary to service the office layout. The terms “fit up” or “finish out” are sometimes used to describe the construction of tenant improvements.

**Work Space** - Spaces provided to people to accommodate their individual furniture and equipment and allow them to perform their job functions. Work space may be enclosed or open depending on the confidentiality, security, visual and acoustical privacy requirements of the job.

END OF SEC

## **6. Interior Space Standards and Planning Guidelines**

The Division of State Facilities (DSF), Bureau of Portfolio Management (BPOM) has established the Interior Space Standards and Planning Guidelines to be used primarily in state-owned buildings and in larger leased office facilities. These guidelines are meant to be used in conjunction with DSF's Space Management Policy during the preparation process for any office space creation, movement, planning or rearranging,

### **6.1 Objectives**

The objectives of the Interior Space Standards and Planning Guidelines are as follows:

- Provide a safe, comfortable and productive environment for all employees and visitors.
- Ensure efficient use of building HVAC, electrical and mechanical systems.
- Maintain building flexibility to accommodate organizational change.
- Distribute adequate fresh air and natural light to all employees
- Ensure that new furniture and equipment do not exceed the building's HVAC and electrical capacity.

### **6.2 General Guidelines**

- Color selection and finishes in state-owned buildings (carpet, wall covering, demountable wall, vinyl base, paint, fabrics and laminates, etc.) must be approved by the Bureau Portfolio and Operations Management.
- To improve space utilization and maintain required circulation, consideration should be given to designing and purchasing appropriate and efficient file systems and utilization of the state records center for long-term storage of required records.

### **6.3 Private Office Guidelines**

- Private offices will be allowed for all positions indicated in the "Space Allocation by Job Position Categories" table. All requests for exceptions must be submitted in writing to the BPOM.
- Office suites will be allowed for executive level divisions or those requiring separation for security or confidentiality purposes. Example: Department Secretary's Office
- Administrator offices will be avoided in corner locations where they might occupy more than one window.
- Private offices in state-owned buildings, for deputy division administrators, attorneys, and bureau directors may not be located on the exterior window wall. These offices must be located toward the center of the space in order to meet the Sustainable Facilities Policy and the DSF Daylighting Standards.
- Clearstory glass, sidelights or door lights are encouraged wherever possible to increase light infiltration. These glazed units may not be covered with blinds or other window treatments.

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#### 6.4 Open Office Systems Guidelines

- To improve space utilization it is recommended that all agencies utilize or procure systems furniture to replace conventional furniture whenever possible.
- Open office system furniture take priority for window access in building planning.
- System furniture panels are to be 66" tall or less.
- Approximately 20-30% of the panels should be 42" tall or less. This allows for increased air circulation and light penetration.
- Orient 66" tall panels perpendicular to the window wall. Locate overhead storage units on these panels so they too are perpendicular to the windows.
- Lower panels should be located parallel to the windows.
- To reduce soiling wear, overhead flipper doors should not be finished with fabric.
- Heating/cooling/ventilating units must not be obstructed, use of open panel systems acceptable.
- A minimum of 36" is required for the entrance width into all workstations; long, dead-end corridors within work areas should be avoided.
- Shared workstations layouts and the creation of neighborhoods are encouraged for employees with similar job functions.

#### 6.5 Alternative Workspace Concepts

- **Hoteling** – Hoteling workspaces for employees that travel or are not in the office 100 % of the time can be considered to save on floor space. Hoteling can be sharing of a cubicle between two 50% employees or sharing of several cubicles by a group of employees that check in to utilize the space with a calendar system. When implementing this type of plan it is important to consider scheduling procedures and storage for the employees.
- **Telecommuting** – Telecommuting is when an employee works primarily out of their home and does not have a space within the office building. Such arrangements are allowable under DSF policy and interested agencies should consult their human resources policies regarding implementation.

#### 6.6 Support Area Guidelines

- Conference Rooms and other ancillary areas should be located on the interior of the building.
- Training rooms and related storage areas are recommended to be located on the first floor.
- All cafeterias and large break rooms should be located on the first floor with access to loading dock and staging area.

## 6.7 Fixtures and Furniture Specification Guidelines for State Facilities

### Open Office Partition Systems Furniture

- Each workstation shall be keyed alike for overhead storage, lateral file and pedestals. Contractor shall provide two keys for each lock and shall coordinate final key schedule with Owner. A master key for all locks shall be considered an owner benefit and shall not be mandatory.
- Products shall generally afford the owner the option to modify workstations in the field to accommodate ADA clearances and requirements.
- All products shall be standard as available through published vendor price lists and listed on the state furniture contracts as published on the DOA Bureau of Procurement VendorNet System or the University of Wisconsin-Madison Purchasing Services website.

### Links to State Furniture Contracts:

#### Office Furniture:

<http://vendornet.state.wi.us/vendornet/asp/ContractDetail.asp?SystemContractNumber=1913>

#### Computer Furniture and Accessories:

<http://vendornet.state.wi.us/vendornet/asp/ContractDetail.asp?SystemContractNumber=1921>

#### Custom Made Matching Desks Credenzas and Bookcases (Metal and Wood):

<http://vendornet.state.wi.us/vendornet/asp/ContractDetail.asp?SystemContractNumber=1919>

#### Open Plan Systems and Private Office Furniture:

<http://vendornet.state.wi.us/vendornet/asp/ContractDetail.asp?SystemContractNumber=2452>

### Links to University of Wisconsin Madison Furniture Contracts

#### Miscellaneous Educational Furniture Contract:

<http://www.bussvc.wisc.edu/purch/contract/wp5665.html#KIMBALLK>

#### Recycled Furniture Contract:

<http://www.bussvc.wisc.edu/purch/contract/wp5177.html>

### Sustainable goals

- Open office system should be 25 percent recyclable at the end of its useful life.
- The open office system furniture should be comprised of a minimum of 20% recycled content. This is a combination of post-consumer and pre-consumer recycled content.
- Panel particle board components are to be from wood harvested in accordance with the Sustainable Forestry Initiative Program. All wood components are to be certified by the Forest Stewardship Council (FSC).
- Panel fabrics should have 100% recycled content.
- Recycled packaging should be used whenever possible.



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- The systems furniture (excluding wood) should be GREENGUARD certified as a low-emitting product that meets current indoor air quality standards.

**6.8 Space Allocation by Job Position Categories**

Position Category	Example of Job Titles within Category	Office Type / Location	Code	Space Allocation
Executive	Department Secretary	Private Office / Exterior Window	PO-1	(15' x15') <b>225 sq.ft.</b>
Executive	Agency Head	Private Office / Exterior Window	PO-1	(15' x 15') <b>225 sq.ft.</b>
Administrator	Deputy Secretary	Private Office / Exterior Window	PO-2	(12' x 16') <b>192 sq. ft.</b>
Administrator	Executive Assistant	Private Office / Exterior Window	PO-2	(12' x 16') <b>192 sq. ft.</b>
Administrator	Division Administrator	Private Office / Exterior Window - Office cannot be located in a corner where they will occupy more than one window.	PO-2	(12' x 16') <b>192 sq. ft.</b>
Managers	Deputy Division Administrator	Private Office - Locate toward center core of space, not on a window.	PO-3	(10' x 16') <b>160 sq. ft.</b>
Managers & Supervising Professionals	Bureau Director	Private Office - Locate toward center core of space, not on a window.	PO-4	(12' x 12') <b>144 sq. ft.</b>
Professional General	Attorneys	Private Office - Locate toward center core of space, not on a window.	PO-5	(10' x 12') <b>120 sq. ft.</b>
Professional General	Budget Office Team Leader	Private Office - Locate toward center core of space, not on a window.	PO-5	(10' x 12') <b>120 sq. ft.</b>
Professional General	District Supervisor or Director	Private Office - Locate toward center core of space, not on a window.	PO-5	(10' x 12') <b>120 sq. ft.</b>
Professional General	Probation & Parole Functions	Private Office - Locate toward center core of space, not on a window. (Standard Under Review by DOC/DSF)	PO-5	( 10' x 12' ) <b>120 sq. ft.</b>

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<b>Position Category</b>	<b>Example of Job Titles within Category</b>	<b>Office Type / Location</b>	<b>Code</b>	<b>Space Allocation</b>
Professional General	Human Resources EAP / AAO	Private Office - Locate toward center core of space, not on a window.	PO-5	( 10' x 12' ) <b>120 sq. ft.</b>
Supervising Professionals	Section Chief	Workstation	WS-1	( 8' x 12' ) <b>96 sq. ft.</b>
Supervising Professionals	Job Services Supervisor	Workstation	WS-1	( 8' x 12' ) <b>96 sq. ft.</b>
Supervising Professionals	Assistant /Deputy Bureau Director	Workstation	WS-1	( 8' x 12' ) <b>96 sq. ft.</b>
Supervising Architecture & Engineering	Team Leader Architect & Engineer	Workstation - Requires Conference Space	WS-1	( 8' x 12' ) <b>96 sq. ft.</b>
Professional General	Probation & Parole Functions	Workstation - Requires Conference Space (Standard Under Review by DOC/DSF)	WS-1	( 8' x 12' ) <b>96 sq. ft.</b>
Professional General	Human Resource EAP / AAO	Workstation - Requires Counseling Space	WS-1	( 8' x 12' ) <b>96 sq. ft.</b>
Supervising Designer or Facilities Management Officer	Team Leader Designer or Facilities Management Officer	Workstation - Requires Conference Space	WS-1	( 8' x 12' ) <b>96 sq. ft.</b>
Architecture & Engineering	Engineer	Workstation - Needs work surface space for large plan layout	WS-2	( 8' x 9' ) <b>72 sq. ft.</b>
Architecture & Engineering	Architect	Workstation - Needs work surface space for large plan layout	WS-2	( 8' x 9' ) <b>72 sq. ft.</b>
Architecture & Engineering	Landscape Architect	Workstation - Needs work surface space for large plan layout	WS-2	( 8' x 9' ) <b>72 sq. ft.</b>
Architecture & Engineering	Building Code Reviewers	Workstation - Needs work surface space for large plan layout	WS-2	( 8' x 9' ) <b>72 sq. ft.</b>
Architecture & Engineering	Facilities Designer	Workstation - Needs work surface space for large plan layout	WS-2	( 8' x 9' ) <b>72 sq. ft.</b>
Architecture & Engineering	Facilities Management Officer	Workstation - Needs work surface space for large plan layout	WS-2	( 8' x 9' ) <b>72 sq. ft.</b>

<b>Position Category</b>	<b>Example of Job Titles within Category</b>	<b>Office Type / Location</b>	<b>Code</b>	<b>Space Allocation</b>
Prof. General & Paraprof.	Administrative Assistant	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Administrative Budget & Mgmt Officer	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Audit Specialist & Auditor	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Budget & Management Analyst	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Clerical Assistant	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Communications Engineer	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Community Services Specialist & Technician	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Computer Operator	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Contract Specialist	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Data Entry Operator	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Data Processing Operations Technician	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Equal Opportunity Specialist	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Executive Policy & Budget Analyst & Officer	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Fiscal Admin. Officer, Clerk & Supervisor	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Financial Specialist	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Lottery Customer Service Specialist	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Lottery Game & Drawing Specialist	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Management Information Specialist, Supervisor & Technician	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Payroll & Benefits Assistant & Supervisor	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Personnel Administrative Officer, Assistant, & Specialist	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. General & Paraprof.	Planning & Analysis Admin	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>

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Position Category	Example of Job Titles within Category	Office Type / Location	Code	Space Allocation
Prof. General & Paraprof.	Probation & Parole OOA	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Program & Planning Analyst	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Program Assistant & Assistant Supervisor	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Publications Editor	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Purchasing Agent	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Revenue Agent, Auditor and Services Consultant	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Receptionist	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Research Analyst	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Shipping & Mailing Clerk	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Social Worker	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. General & Paraprof.	Specification Writer	Workstation	WS-3	(8' x 8') 64 sq. ft.
Prof. Other	Auditor	Workstation	WS-4	(6' x 6') 36 sq. ft.
Prof. Other	Contractor	Workstation	WS-4	(6' x 6') 36 sq. ft.
Prof. Other	Intern	Workstation	WS-4	(6' x 6') 36 sq. ft.

**Notes:**

**1) All Workstation Type Sizes Assume Systems Furniture. Open Office Conventional Furniture Allocations are as follows:**

	<u>Systems Furniture Allocation</u>	<u>Conventional Furniture Allocation</u>
Supervising Professional	96 SF	100 SF
Architect & Engineer	72 SF	81 SF
Prof. General & Paraprof.	64 SF	81 SF

**2) Agencies can opt to place positions identified in the Code categories of PO-3, PO-4, & PO-5 in corresponding open office square footage arrangements on the window wall. The plan will require agency signature and DSF, BPOM approval prior to consideration. Future decision to provide the position a constructed office will be funded by the requested agency.**

## 6.9 Space Allocation for Support Areas

Category	Description	Number of People	Code	Size
Conference Rm-1	Small - A	2 to 4	CR-1	(10' x 10' ) 100 sq. ft.
Conference Rm-2	Small - B	6 to 8	CR-2	(10' x 15' ) 150 sq. ft.
Conference Rm-3	Medium - A	8 to 10	CR-3	(12' x 20' ) 240 sq. ft.
Conference Rm-4	Medium - B	10 to 12	CR-4	(15' x 20' ) 375 sq. ft.
Conference Rm-5	Large - A	16 to 18	CR-5	(18' x 30' ) 480 sq. ft.
Conference Rm-6	Large - B	20 to 22	CR-6	(20' x 34' ) 720 sq. ft.
Conference Rm-7	Very Large Meeting Rooms	In excess of 24 persons	CR-7	15-20 sq . ft per person
Auditorium			Aud	10-12 sq . ft per person
Break Area -1	Coffee Bar, 12 lineal feet of counter included sink, and space for full size refrigerator, microwave and coffee maker.	One per 15,000 sq ft if cafeteria or larger break room is provided elsewhere in the building	BA-1	(5' x 15') 75 sq. ft.
Break Area-2	Small Break Area. Seating for four, 12 lineal feet of counter included sink, and space for full size refrigerator for microwave and coffee maker.	For facilities with 1-20 people	BA-2	(12' x 12') 124 sq. ft.
Break Area-3	Medium Size Break Area. Seating for eight, 12 lineal feet of counter included sink, and space for full-size refrigerator, for microwave and coffee maker.	For facilities with 21-50 people	BA-3	(12' x 20') 240 sq. ft.

Category	Description	Number of People	Code	Size
Break Area-4	Large Size Break Area. Seating for 16, 18 lineal feet of counter included sink, and space for full-size refrigerator, for microwave and coffee maker.	For facilities with 50-75 people	BA-4	(18' x 20') 360 sq. ft.
Cafeteria / Dining	Provide seating for one - third of total staff. This assumes three shifts for each meal.		CAF/DI N	15-20 sq. ft. per person
Kitchen/ Storage/ Service Area			KIT/STO R	Size to be based on 25-30% of size of cafeteria /dining area
Training Rm-1	Small Training Room	Seating for 18	TR-1	(20' x 30') 600 sq. ft.
Training Rm-2	Medium Training Room	Seating for 30	TR-2	(25' x 40') 1000 sq. ft.
Training Rm-3	Large Training Room	Seating for 50	TR-3	(35' x 45') 600 sq. ft.
Reception/ Waiting Area-1	Small	Seating for 4	R/W-1	(10' x 10') 100 sq. ft.
Reception/ Waiting Area-2	Medium	Seating for 8-10	R/W-2	(12' x 16') 192 sq. ft.
Reception/ Waiting Area-3	Large	Seating for 14-20	R/W-3	(16' x 20') 100 sq. ft.
Reception/ Waiting Area-4	Very Large	Seating for 22-30	R/W-4	(24' x 24') 576 sq. ft.

Copy Area	Small	MFD & table	CA	50 sq. ft.
Work Room/Copy Area -1	medium	MFD & Counter Area & small mail area	WRCA -1	135 sq. ft
Work Room/Copy Area -2	Large	Production Copy & Counter Area Mail Area, supplies, etc.	WRCA -2	150 sq. ft.

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Category	Description	Office Type or Requirements	Code	Size
Mail Room - 1	Large	Division or departmental central mail distribution area	MR-1	225 sq. ft.
Mail Room-2	X-Large	Building-wide mail distribution center	MR-2	500 sq. ft.
Print Area	Very small	1 printer on small counter	PA	36 sq. ft.
T-File Room - 1	Small	Open shelving for files	TF-1	144 sq. ft.
T-File Room - 2	Medium	Open shelving for files	TF-2	216 sq. ft.
T-File Room - 3	Large	Open shelving for files	TF-3	288 sq. ft.
Open File Area - 30	Single 30" w lateral File	30" w x18" d x2	OF-30	7.5 sq. ft.
Open File Area - 36	Single 36" w lateral File	36" w x18" d x2	OF-36	9 sq. ft.
Open File Area - 42	Single 42" w lateral File	42" w x18" d x2	OF-42	10.5 sq. ft.
Vertical File	Single 15" w Vertical File	15"w x 30" d x2	VF	7.5 sq. ft.
UA Bathroom	Handicap Accessible single unisex restroom	Must include cabinet and small refrigerator	UA	75 sq. ft.

END OF SEC

## 7. General Interior Facility Requirements

### 7.1 Wayfinding and Signage

- All base building and tenant wayfinding signage to be included in construction or remodeling projects and follow DOA Interior Sign Standards.
- Tenant signage (room numbers and/cube numbers) is to be included in new construction and remodeling projects and is to follow DOA Interior Sign Standards.
- A building's main lobby area should include a bronze building dedication plaque, minimum sized at 36" x 42" which includes a State of Wisconsin seal.
- If power is readily accessible, one back-lit, recessed general building directory centrally located must be provided.
- Room or area numbering shall be approved by the DOA interior design team.
- Cube numbers will also be assigned and must be coordinated with the interior design/furniture specification team.

### 7.2 Conference Rooms/Training Rooms

- Conference rooms will be provided per tenant requirements.
- Conference rooms of a certain size are to have capability for wireless technology, overhead projector, white boards, and voice communication. Equipment will be provided by tenant, however blocking, electrical and support for these items to be provided for in the design.
- DOA will consider during the planning process adding a DOA-managed conference room or conference center depending on the final tenant makeup.

### 7.3 Locker Rooms

- One locker room for men and one for women will be required in each state building. These rooms should be located on the ground or basement level.
- Each room must contain at a minimum two shower stalls (one being an accessible shower stall), two water closets, one lavatory and a changing area with 20 full size lockers per room. Mirror over the sink and one full length mirror. Size should be based on overall occupancy. Above allocations are based on an allocation of 750 staff or 150,000 USF.
- The locker room is to have an emergency telephone.
- The locker room should allow space for a fold out cot.

### 7.4 Lactation Rooms

- The women's locker room must also contain a separate room called a "lactation room" for new mothers. This room must contain a minimum of four private curtained off areas each with a chair, counter, and electrical outlet. The room must also contain one counter area and sink, a small refrigerator, and a minimum of 10 small lockers for equipment and a full-length mirror. Flooring in the lactation room should be carpet and walls to have type I low or no voc vinyl wall covering. Lower levels of lighting are requested in the lactation room area. Size should be based on overall occupancy. Above allocations are based on an allocation of 750 staff or 150,000 USF.

### 7.5 Floor Kitchenettes

- Provide one per 15,000 sq. ft., with each kitchenette measuring 75 USF.



- Must contain a sink, space for a side by side refrigerator with icemaker, space for a full-size microwave oven (at an ADA reachable height), cabinets (two lockable) and laminate counters.
- A 24" space above the counter should remain open to allow space for a full size coffee maker.
- A separate copper direct line water feed must be provided for automatic coffee makers. Coffee maker to be provided by tenant.
- Dedicated outlets are to be provided for coffee maker and microwave and one additional outlet for tenant convenience.
- Provide a paper towel dispenser.
- Flooring to be a non slip Recycled vinyl composition tile or Linoleum tile and wall covering to be a washable type II low voc or no voc vinyl wallcovering
- Back splash wall area to be ceramic tile.
- Appliances including refrigerator, coffee maker and microwave are procured by the tenant and to be energy star.

#### **7.6 Vending Area**

- Provide one space per 700 people, with each vending area measuring 90 USF.
- Vending areas should provide room for four full-size vending machines and a change machine.
- Area should provide space for garbage and recyclable disposables.
- Flooring to be vinyl composition tile.

#### **7.7 Cafeteria**

- Cafeteria should contain two adjacent areas: one area for a full-scale commercial food service center and the adjacent area for dining.
- Provide seating in dining area for one-third of total staff in building at 15-20 sq. ft. per person. This assumes three shifts for each meal. Capacity will be adjusted based on nearby availability of outside food services.
- Services and detailed kitchen equipment to be provided by outside source or vendor.
- The food service area should be designed to secure off after hours while the dining area remains open at all times.
- The food service area is to have slip-resistant, scrubable masonry tile that is applied to a water-resistant flooring material and have full ceramic walls.
- The dining area is to have carpet tile flooring and washable type II low voc or no voc vinyl wallcovering.
- One vending area should be located near the dining area.
- The dining area is to be 80 % exposed to the outdoors and will need full access to the outdoors. If possible, a courtyard or seating area outside the dining area is requested.

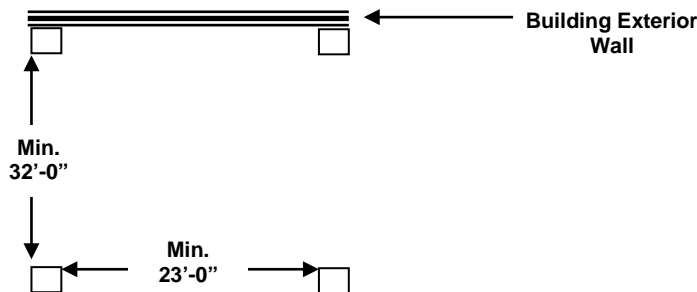
#### **7.8 Floor to Floor Dimension**

Updated: April 1, 2011

- The floor to floor dimension shall be a minimum of 13' - 4" to allow a minimum 9' - 0" clear ceiling in all open workstation areas, medium and large conference rooms and the break room.

### 7.9 Interior Column Bay Dimensions

- When designing and planning a new building, the following minimum column bay dimensions must be followed to ensure efficient planning of open office furniture.



### 7.10 Interior Walls

- To allow for flexibility, demountable partitions or Gypsum Wall Board (GWB) partitions to finished ceiling should be incorporated in the design. Partitions are to be easily reconfigured with minimal waste, cost-effective in reuse, durable and provide effective sound attenuation. Architect/Engineer (A/E) is to discuss use of demountable wall systems, sound attenuation and sound masking systems.
- Large, medium and small conference room walls are to have effective sound attenuation for privacy. Provide sound absorbing insulation and extend walls to the structural deck. The design of interior wall placement and surfaces (sound absorbing materials) shall enhance acoustics and prevent echoing.

### 7.11 Interior Wall Finishes

- All interior wall materials and colors to be approved by the Bureau of Portfolio and Operations Management (BPOM).
- Wall Coverings: Main corridors, elevator lobbies, general public areas, kitchenettes and break rooms may be covered with type II low voc or no voc vinyl wall covering. Executive offices (aka Department Secretary's Office Suite) are to be type II low voc or no voc vinyl wall covering throughout. The project is to provide attic stock appropriate to the quantity used within the construction.
- Paint: Texture of painted surfaces to be rolled satin finish, with the exception of restrooms, which should have painted walls. The project is to provide paint attic stock appropriate to the quantity used within the construction.
- Ceramic Tile: Walls in toilet and shower rooms shall be tiled. Tile to be full height on wet walls and 60" AFF on all other walls. Showers are to be tiled to their full height. Kitchenette back splashes are to be ceramic tile.
- Wall treatment around the drinking fountains shall be non-water absorbing.
- Toilet partition color to be approved by the BPOM.

- **Equipment Blocking:** Conference room equipment (including visual boards) and other equipment will be provided by the tenant, however blocking and support for these items to be coordinated and provided for in the design.
- **Corner Guards:** Provide 48" high commercial grade corner guards. 1 ½" x 1 ½", (Institutional Products Corp. (IPC) brand or equal) on all outside corners and columns.
- **Restroom Accessories:** Coat Hooks, shelves, and touchless soap and paper dispensers are to be installed in restrooms.

#### 7.12 Casework:-

- Cabinetry units in break rooms and kitchenettes shall consist of upper and lower units with at least two lockable cabinets. Casework is to have high-pressure laminate on all exposed sides and surfaces. One adjustable shelf shall be provided per 18" of cabinet space. A portion of all wall cabinets shall comply with ANSI (ADA) reach ranges. Five percent of each section of wall cabinets or a minimum of one shall be required reach ranges. Knee openings are to be provided at sink base cabinets. Break room casework to have adequate storage for supplies and cleaning materials.
- Countertops (reception counters etc.) should have a maximum height of 34" where possible per DSF Accessibility Guidelines.

#### 7.13 Ceilings

- To ensure proper daylighting design techniques, the ceiling heights must be evaluated in order to bounce light as deep into the space as possible. For more information, please refer to the "Daylight Standards for State Facilities" document found on the DSF website. A 9'- 0" ceiling height is the minimum acceptable height for day lit spaces, 9'- 6" to 10'- 0" is preferable. Unless matching an existing ceiling.
- Ceiling tile shall follow the DSF Master Specifications, which can be found on the DSF website. Further, ceiling tile should have a minimum Ceiling Attenuation Class (CAC) of 35 and Light Reflectance (LR) of 0.89. Noise Reduction Coefficient (NRC) rating is to be minimum .50. Increased CAC is to be provided through the use of a sound masking system if possible. Ceiling tile shall be square-edged colored white. Minimum Recycled Content is to be 74%. Restroom and locker room ceiling tiles to be provided with appropriate moisture resistant surface.
- Ceilings in public lobbies, upper floor elevator lobbies, large meeting rooms and department executive spaces shall be upgraded with soffits, bulkheads, and height level changes to add architectural interest and support a professional image. A minimal amount of high efficiency accent lighting may be provided in these spaces and must be approved by the DSF Bureau of Facilities Management (BFM).
- Ceiling attic stock of each type is required to be left on site upon completion of the project. Provide 1% of each product type if more than 50,000 square feet is used on the project and 4% of each product type if less than 50,000 square feet is used on the project.

#### 7.14 Flooring

- Flooring materials and colors shall be approved by the DSF Bureau of Portfolio and Operations Management. Flooring shall meet or exceed all applicable codes.

- Hard Surface: A/E is to study providing integral recessed walk-off mats with floor drains at public and staff entrances. The design solution should control moisture from foot traffic in inclement weather, yet still create an aesthetically pleasing and easily maintainable space.
- Entry level public corridors and main lobby shall have hard surface natural flooring such as stone. Flooring is to be of highly durable material and slip resistant.
- Restroom flooring shall be non-slip porcelain tile with matching tile base.
- Carpet: General business open office areas, private offices, division waiting areas (excluding main entrance lobby), meeting rooms, lactation rooms and break room seating areas shall be carpeted with commercial grade carpet tiles.
- Large conference rooms, boardrooms and executive office suites, such as departmental secretary's offices, may have upgraded carpet throughout.
- Vending areas and business level kitchenettes shall have linoleum flooring or vinyl composition tile with recycled content and both shall be low-VOC or no-VOC including adhesives.
- Provide 4% minimum attic stock for each type of flooring.
- All interior flooring materials and colors shall be approved by DSF/BPOM.

#### **7.15 Doors and Door Frames:**

- Clearstory glass and sidelights are to be used whenever possible in conference rooms to increase light infiltration and should follow DSF Daylighting Standards for State Facilities.
- All enclosed offices and conference spaces should have 24" sidelight minimum on the latch side of the door. If the location does not allow room for a sidelight, the door should include a borrowed light starting at 42" AFF that is also 6" wide. Glass in doors, sidelights and borrowed light is to start at least 9" AFF. Blinds are not permitted on sidelights.
- All doors to be wood solid core construction with hardwood edges, size to be 3'-0" x 7'-0" x 1 3/4" unless otherwise specified and have appropriate ADA lever-type hardware and locks as determined by its use and security requirements.
- All interior doorframes, except those found in the demountable partitions, shall be painted hollow metal frames. If applicable, doorframes found in the demountable partitions, shall be consistent with the selected demountable wall system. Doorframes and sidelights are to be constructed in an acoustically sound manner. Each door should include appropriate doorstop that is consistent with DSF specifications and guidelines.
- Heavy duty stainless steel double coat hooks should be included on the backs of all office and conference room doors.

END OF SEC

## 8. Space Standards Measurement (BOMA & IFMA)

There are two basic methods of measuring interior office space, *The ASTM E1836-08 Standard Practice for Building Floor Area Measurements for Facility Management* (also known as "ASTM", "ASTM/International Facility Management Association (IFMA)" or the "IFMA Standard") and the ANSI/Building Owners Managers Association (BOMA) Z65.1 Standard Method for Measuring Floor Area in Office Buildings (aka "ANSI/BOMA" or the "BOMA Standard").

Currently IFMA and BOMA are working together to clarify the two standards of measurement and introduce a new standard that will be a combination of the two standards (More information on this can be obtained by reading the IFMA Publication "A Unified Approach for Measuring Office Space."

### 8.1 How to Calculate BOMA Basic Rentable Area

One obtains the basic rentable area by allocating each tenant's "tenant (usable) area" its share of "common area" using the building R/U ratio. Building R/U ratio = "building rentable area" divided by the "floor useable area".

It is the Division of State Facilities intention to adopt this "New standard" calculation.

### 8.2 How to Calculate ASTM E 1836-08 (IFMA) Plannable Area for use in facility management, space planning and chargeback to occupant units.

Plannable Area is calculated by taking the interior gross area (measured to the dominant portion as defined in the IFMA/BOMA unified approach) minus void areas, major vertical penetrations, service areas and primary circulation. Plannable area includes restricted areas, interior encroachments, occupant void areas, assignable areas and secondary circulation.

### Rentable Square Footage

Rentable square footage is charged to tenants in state office buildings that occupy highly secured buildings in which no other tenant agencies utilize building systems and common areas. The square footage is determined using the BOMA Basic Rentable Area.

### Tenant Area Square Footage (i.e. IFMA Plannable Area)

Tenant area square footage is charged to tenants in state office buildings that are multi-tenant, or have multiple agencies occupying the building and utilizing the common areas and building systems. The square footage is determined using the ASTM E1836-08 (IFMA) plannable area.

END OF SEC

## 9. Design Approval Procedures

All plans must be reviewed and approved by the Division of State Facilities (DSF) Bureau of Portfolio and Operations Management (BPOM) prior to any work being started. The objective of the review is as follows:

- Provide a safe, comfortable and productive environment for all employees and visitors that meets building fire and life safety codes as well as Americans with Disabilities Act (ADA) requirements. .
- Ensure conformity to DOA Space Standards and Guidelines
- Maintain building flexibility to accommodate organizational change.
- Distribute adequate fresh air and natural light to all employees.

### 9.1 General Guidelines and Principles Used for Approval of Space Layouts

- All rules governing the Americans with Disabilities Act will be followed when designing new space or reconfiguring existing office areas.
- Color selection (carpet, wall covering, demountable wall, vinyl base, fabrics and laminates, etc.) must be approved by the Bureau of Portfolio Management.
- All building codes will be followed when designing new space or reconfiguring existing office areas.
- DSF Interior Space Standards and Planning Guidelines will be followed when planning space.
- To improve space utilization and maintain required circulation, consideration should be given to purchasing lateral files and creating central file areas or rooms.

### 9.2 Submittal and Approval Process

A group wishing to make a design or construction change must contact their agency-designated representative for review and approval. Complete plans must be submitted to the Bureau of Portfolio Management for approval well in advance of your anticipated date of changes.

In DOA-owned buildings, the agency-designated representative must contact a facilities designer in the Bureau of Portfolio Management to start the design and approval process via submission of a work request in the DSF Facilities Management Information Center (FMIC) system. If the occupying agency has interior design staff, the agency-designated representative should contact their design staff to start the design process. The agency designer must then submit the project for approval as a work request in the FMIC system; this work request will be considered for approval by a facilities designer in the Bureau of Portfolio Management.

Link to FMIC FORM: <https://fmic.wisconsin.gov/default.aspx>

### **9.3 Drawing Submissions**

- **Electronic** - Please send drawings as an AutoCAD 2010 file or PDF showing the existing conditions and changes requested. The electronic file must be readable and to scale. All electronic submittals will be approved via email.
- **Hard Copy** - Please send two drawing sets with a title block showing existing conditions and changes requested. Drawings must be readable and to scale. Preferably 1/8" = 1'- 0" in scale. All hardcopy submittals will be stamped approved and one copy returned.

#### **Approval Time**

- Approval time will not exceed two weeks, unless there are unforeseen conditions that require additional investigation.

**Please be certain that no furniture or office equipment is ordered, workstations reconfigured, or walls constructed prior to final design approval.**

**If additional space is required or reduced space is required, please fill out a Space Request or Vacancy Request and submit it to the Bureau of Portfolio Management.**

END OF SECTION

## 10. Construction Completion Deliverable Standards and Requirements

Upon completion of construction project, hardcopy and electronic sets of the “as-built” construction plans are to be submitted to the Bureau of Portfolio Management for their records.

### 10.1 As-Built Drawing/Specification Submissions

- **Electronic** – All drawings must be sent in an AutoCAD 2010 file and meet the DSF CAD Standards and the DSF Interiors Layer Guidelines shown below
- **Hard Copy** - Please send two drawing sets with a title block. Drawings must be readable and to scale. Preferably 1/8”=1’- 0” in scale.

### 10.2 DSF CAD Standards including DSF Interior Layer Guidelines

The DSF CAD Standards can be found on the DSF Website at:

[http://www.doa.state.wi.us/dsf/masterspec\\_view\\_new.asp?catid=54&locid=4](http://www.doa.state.wi.us/dsf/masterspec_view_new.asp?catid=54&locid=4)

DSF Interior Layer Guidelines:

LAYER NAME	PEN #	LINWEIGHT (mm)	DESCRIPTION	NOTES
A-ANNO-DIMS	6	0.18	dimensions	text is color 7, line weight .25
A-ANNO-KEYN	7	0.25	keyed notes	
A-ANNO-LEGN	7	0.25	legend text/notes	
A-ANNO-NOTE	7	0.25	general/job notes	
A-ANNO-NPLT	9	0.25	non plotting information	non plotting
A-ANNO-REDL	1	0.35	redlines	
A-ANNO-REVS	3	0.25	revision notes	
A-ANNO-SYMB	7	0.25	symbols	
A-ANNO-TEXT	7	0.25	general text	
A-ANNO-TTLB	7	0.25	title block information	
A-AREA	1	0.35	area calculation boundaries	
A-AREA-IDEN	7	0.25	area room numbers, calculations	
A-AREA-OCCP	7	0.25	occupant or employee names	
A-AREA-PATT	9	0.25	area patterns, solid fill and hatches	
A-CLNG	1	0.35	ceiling boundaries	
A-CLNG-GRID	6	0.18	ceiling grids	
A-CLNG-PATT	9	0.25	ceiling patterns	
A-CLNG-SUSP	1	0.35	suspended elements (not equipment)	
A-DOOR	2	0.13	doors- plan drawings	
A-DOOR-IDEN	7	0.25	door tags and numbers	
A-EQPM	3	0.25	equipment	
A-EQPM-CLNG	3	0.25	ceiling mounted equipment	
A-EQPM-FIXD	3	0.25	fixed equipment	
A-EQPM-IDEN	7	0.25	equipment identification and numbers	
A-EQPM-MOVE	3	0.25	moveable equipment	
A-FLOR	2	0.13	floor boundaries	
A-FLOR-CASE	3	0.25	casework	
A-FLOR-EVTR	2	0.13	elevator cars and equipment	
A-FLOR-HRAL	1	0.35	handrails, guardrails, grab bars	
A-FLOR-IDEN	7	0.25	floor identification, numbers and finish	
A-FLOR-LEVL	2	0.13	floor level changes, slopes and ramps	
A-FLOR-PATT	9	0.25	floor material patterns and hatches	
A-FLO-PFIX	3	0.25	plumbing fixtures	
A-FLOR-SIGN	3	0.25	signage	
A-FLOR-SPCL	3	0.25	architectural specialties	
A-FLOR-STRS	2	0.13	stairs, steps, risers	



A-FLOR-EVTR	2	0.13	elevator cars and equipment	
A-FLOR-HRAL	1	0.35	handrails, guardrails, grab bars	
A-FLOR-IDEN	7	0.25	floor identification, numbers and finish	
A-FLOR-LEVL	2	0.13	floor level changes, slopes and ramps	
A-FLOR-PATT	9	0.25	floor material patterns and hatches	
A-FLO-PFIX	3	0.25	plumbing fixtures	
A-FLOR-SIGN	3	0.25	signage	
A-FLOR-SPCL	3	0.25	architectural specialties	
A-FLOR-STRS	2	0.13	stairs, steps, risers	
A-FLOR-TPTN	1	0.35	toilet partitions	
A-GLAZ	5	0.70	glazing and mullions	
A-GLAZ-FULL	5	0.70	full height glazing and mullions	
A-GLAZ-IDEN	7	0.25	window identification and numbers	
A-GLAZ-PHRT	5	0.70	partial height glazing and mullions	
A-GLAZ-SILL	2	0.13	sills	
A-ROOF	5	0.70	roof boundaries	
A-ROOF-LEVL	2	0.13	floor level changes and slopes	
A-ROOF-OTLN	1	0.35	outline edge	

LAYER NAME	PEN #	LINWEIGHT (mm)	DESCRIPTION	NOTES
A-ROOF-PATT	9	0.25	roof material patterns and hatches	
A-WALL	5	0.70	walls	
A-WALL-EXTR	5	0.70	exterior walls	
A-WALL-FIRE	6	0.18	fire rated walls	line type: center
A-WALL-SHFT	5	0.70	shaft walls	
A-WALL-HEAD	6	0.18	door and window headers	visible only on ceiling plans
A-WALL-INT	5	0.70	interior walls	
A-WALL-MOVE	1	0.35	moveable partitions and walls	
A-WALL-PATT	9	0.25	wall material patterns and hatches	
A-WALL-PRHT	1	0.35	partial height walls	
Defpoints	7	0.25	defpoints	
I-EQPM	3	0.25	interior equipment and appliances	
I-FURN	3	0.25	interior furnishings	
I-FURN-CHAIR	3	0.25	chairs and seating furniture	
I-FURN-FILE	3	0.25	file cabinets	
I-FURN-IDEN	7	0.25	furniture identification and numbers	
I-FURN-PNLS	1	0.35	systems panels	
I-FURN-POWR	3	0.25	power designation	
I-FURN-WKSF	3	0.25	work surface components	
S-COLS	5	0.70	structural columns	
S-GRID	6	0.18	structural column grids	line type: center
S-GRID-IDEN	7	0.25	structural column grid identification	
- -D	1	0.35	demolition work	line type: hidden
- -E	2	0.13	existing work to remain	* based on layer
- -F	2	0.13	future work	example: A-WALL-F
- -N	5	0.70	new work	A-WALL-INT-N
- -NIC	1	0.35	not in contract	
- -OVHD	9	0.25	overhead	line type: hidden
- -R	1	0.35	to be relocated	
- -T	1	0.35	temporary work	

END OF SECTION

## 11. Policy for Funding Tenant Improvements

As part of Division of State Facilities (DSF) rental costs, DSF provide the following list in the initial construction of tenant space. DSF reserves the right to modify the provided tenant improvements due to budgetary changes, conformance to code, ADA requirements and DSF guidelines.

### 11.1 DSF Provided Tenant Improvements

DSF provides the following in the initial construction of tenant space:

- Finished flooring material;
- Constructed and painted walls;
- Vinyl wall covering in the main corridor and executive space;
- Cove base;
- Finished ceilings;
- DSF standard lighting and switching;
- Standard mechanical electrical and plumbing (MEP) needed to finish a space generically for any tenant user;
- DSF standard for voice and data wiring (CAT 5) to the jack;
- Level 1 security measure (exterior building door locks);
- Window coverings on the base building perimeter windows;
- Building Signage and initial move-in Wayfinding and location signage (i.e. office numbers, workstation nameplates, evacuation signage, directories, etc.);
- Furniture (per DSF standard and as specified below only);
  - Open workstations (aka: cubicles);
  - Private office desk/credenza or modular desk;
  - Side chairs or guest chairs for private offices or cubicles;
  - Overhead storage, files or file pedestals within private offices or systems furniture;
  - Central lateral files, bookcases and storage units;
  - Conference room tables and chairs;
  - Cafeteria/break room tables and chairs;
  - Reception/waiting room furniture.

### 11.2 Agency-Funded Tenant Improvements

The tenant agency will fund the following improvements:

- Upgrades in finishes and furnishings (i.e. special finishes, black out shades etc.);
- Special MEP or lighting considerations;
- Upgrades in voice/data wiring above DSF standard (including servers, ISDN or server relocations)'
- Level 2 Security (elevator security), Level 3 security (suite entrance security), Level 4 security (special room within suite);
- Trash and recycle bins within suite;
- Kitchenette or break room equipment (i.e. refrigerator, microwave, coffee maker, copiers, fax machines and printers etc.);
- Conference room accessories (i.e. whiteboards, AV equipment, etc.);
- Agency cubicle signage;
- Wayfinding signage changes after initial move in;
- Furniture not identified above or special needs furniture including but not limited to the following:
  - Task Chairs                      Keyboard Trays
  - Monitor Lifts                      Specialized task lighting (not attached to systems furniture)
  - High Density Filing              A/V cabinets
- Artwork not included in the "% for Art Program"

END OF SECTION