ADMINISTRATIVE SPACES
Design Standard

PART 1 GENERAL

1.1   PURPOSE

The design of administrative spaces must recognize the needs of the particular users, the ways the space will and might be used, its programmed requirements, and the technical requirements of the space itself. Moreover, the design of administrative spaces must recognize how they interact with the instructional mission (e.g., faculty offices that provide learning spaces for faculty-student interactions during faculty office hours), how they foster the collaborative and collegial culture of the colleges (e.g., meeting rooms), and how they support multiple functions to maximize space utilization (e.g., meeting rooms that also function as break rooms for faculty/staff).

This design standard is intended to serve as a guideline for administrative spaces throughout San Mateo County Community College District. It should be viewed as a baseline standard for renovations and new construction. Specific programs may impose additional requirements which should be viewed as additive to the design standards herein.

This document can be viewed as a starting point for the design of administrative spaces. Within this document there are guidelines and templates for administrative spaces based on type and capacity. The section titled General Requirements lists standards applicable to all administrative spaces. Refer to both the General Requirements and the sections related to the specific space types. Finally, from this document, references are provided to materials and systems-related design standards and references.

PART 2 - DESIGN STANDARD

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2.1   GENERAL REQUIREMENTS FOR OFFICE SPACES

A.   The following descriptions outline the minimum requirements for the physical, functional, and technological necessities of modern and efficient private, semi-private, and open office environments.

B.   Cluster offices to leverage adjacent waiting spaces and support spaces.

C.   Avoid creating long straight corridors of office doors.

D.   Offices designed at the same time should be equivalent in features, space, and proportion. Avoid creating unnecessary hierarchies.
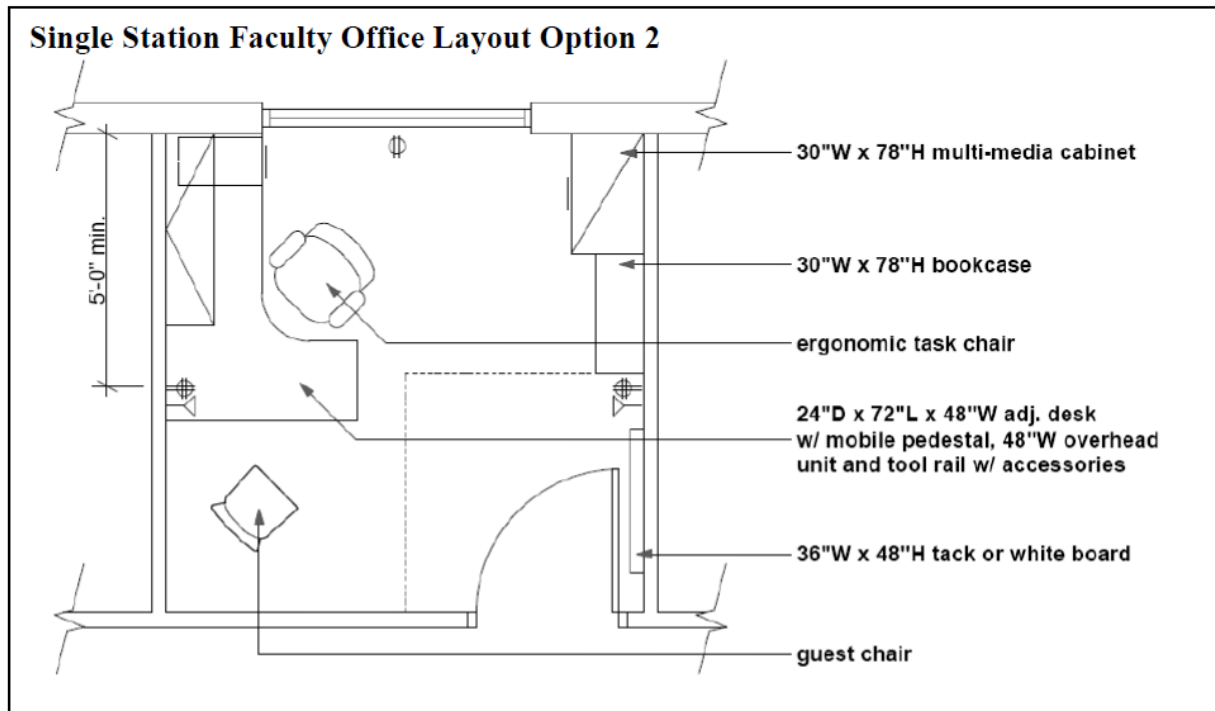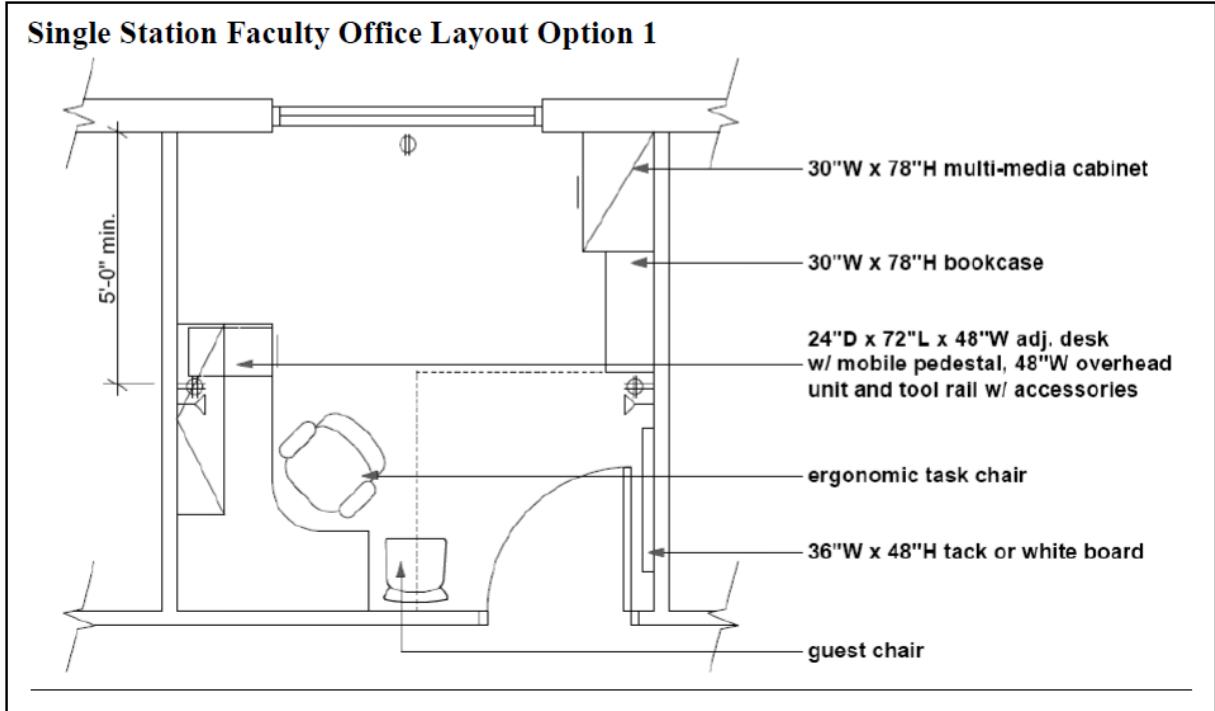
E. Room configurations should allow for at least two and preferably three furnishing layouts. The three most common layouts requested include: 1) facing the window, 2) facing the door side of the room, 3) facing the visitor across the desk.

F. If applicable, each space is represented in this Design Standard by a minimum of two possible configurations for the furniture and fixtures within each space.

G. Provide backing in all walls in all possible locations where overhead units, bookcases or multimedia units could be attached, regardless of the preliminary layout selected during the design phase of the project.

H. For those applications which are not illustrated in this Design Standard, FF&E configurations are expected to be either very flexible or specifically designed to a project's unique requirements.

I. Office designs shall minimize the use of built-in furnishings.

J. Review current SMCCCD Furnishings Design Standard for dimensions and shapes of approved furnishings.

K. To maintain equal accessibility to all room environmental controls, light switches, thermostats and wall mounted equipment must be placed within the ADA zone (within 60" inches inside an office with an inward opening door, or within 18" of the strike side of a door).

L. SMCCCD acknowledges that structural details, such as columns, and architectural details, such as windows, may impact the final layout options available to the end user in specific offices. Each option is offered as a means to illustrate minimum clearances and telecommunications infrastructure required.

M. Should a design professional find that they cannot meet these minimum requirements, deviations must be presented to the Executive Director of Construction Planning or the Vice Chancellor of Facilities for design review and approval. If approved, these deviations shall be regarded as case specific, rather than wholesale across the Design Standard document.

2.2 OFFICE SPACE TYPES

A. Single Station Faculty/Instructional Office

1. Design Statement:

2. Single Station Faculty and Instructional Offices comprise the basic unit of all office space provided within SMCCCD. The Faculty and Instructional Office has a private-public interface, because it is space for faculty to perform daily tasks as well as a place to meet students one-on-one. The Faculty/Instructional Office design must be timeless, because of the programmed longevity of the offices space. Single station faculty offices are the most ubiquitous office type.

3. Although the Single Station Faculty and Instruction Office has only one workstation, it may be used by more than one individual.

4. An office with one workstation can accommodate:

a. one full time faculty, and/or

b. one/more part time faculty

5. Minimum space requirements

a. 100 assignable square feet.

b. Desired minimum clear wall space of 66" along the entry/door wall, to allow for a 54"wide desk dimension plus 18" clear wall space on strike side of door/entry opening for ADA accessibility

6. Illustrations of Single Station Faculty Office Layout Options

Single Station Faculty Office Layout Option 1

- 30"W x 78"H multi-media cabinet
- 30"W x 78"H bookcase
- 24"D x 72"L x 48"W adj. desk w/ mobile pedestal, 48"W overhead unit and tool rail w/ accessories
- ergonomic task chair
- 36"W x 48"H tack or white board
- guest chair

5'-0" min.

Single Station Faculty Office Layout Option 2

- 30"W x 78"H multi-media cabinet
- 30"W x 78"H bookcase
- ergonomic task chair
- 24"D x 72"L x 48"W adj. desk w/ mobile pedestal, 48"W overhead unit and tool rail w/ accessories
- 36"W x 48"H tack or white board
- guest chair

5'-0" min.

Single Station Faculty Office Layout Option 3

- guest chair
- 24"D x 72"L x 48"W adj. desk w/ mobile pedestal, 48"W overhead unit and tool rail w/ accessories
- ergonomic task chair
- 30"W x 78"H bookcase
- 36"W x 48"H tack or white board
- 30"W x 78"H multi-media cabinet

5'-0" min.

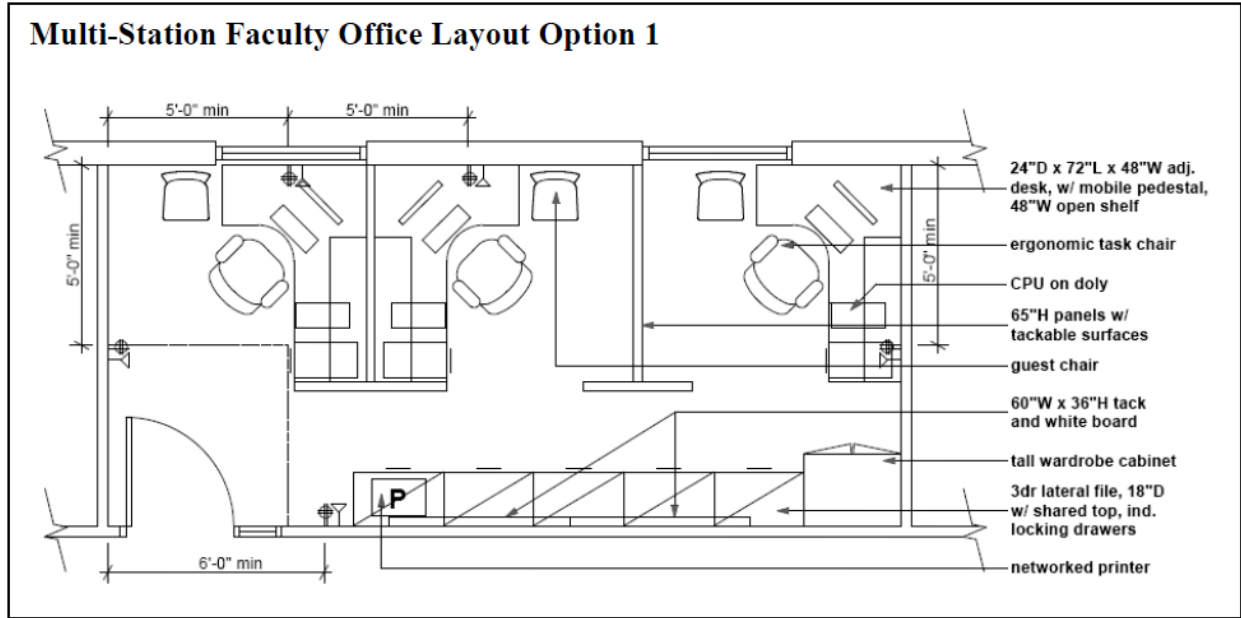B.   Multi-Station Faculty/Instructional Office

1. Design Statement:

a.   This Design Standard focuses on multiple station offices. Also a ubiquitous office type, many faculty have articulated an interest in maintaining shared offices for the collegiality and parity those spaces create for full time and adjunct faculty. The design professional should explore with the end user group the possible variations when designing a renovation or new construction project, treating the single workstation as a modular building block.

b.   An office with two workstations can accommodate:

1)   one/two full time faculty, and/or

2)   one/more part time faculty

c.   An office with three workstations can accommodate:

1)   one/two/three full time faculty, and/or

2)   one/more part time faculty

d.   An office with four workstations can accommodate:

1)   one/two/three/four full time faculty, and/or

2)   multiple part time faculty

e.   etc.

2. Minimum space requirements:

a.   150 assignable square feet

      b.   Layout furnishings to confirm that each occupant has equivalent space and quality.

   3. Illustration of Multi-Station Faculty Office Layout Option

Multi-Station Faculty Office Layout Option 1

Labels: 24"D x 72"L x 48"W adj. desk, w/ mobile pedestal, 48"W open shelf; ergonomic task chair; CPU on doly; 65"H panels w/ tackable surfaces; guest chair; 60"W x 36"H tack and white board; tall wardrobe cabinet; 3dr lateral file, 18"D w/ shared top, ind. locking drawers; networked printer
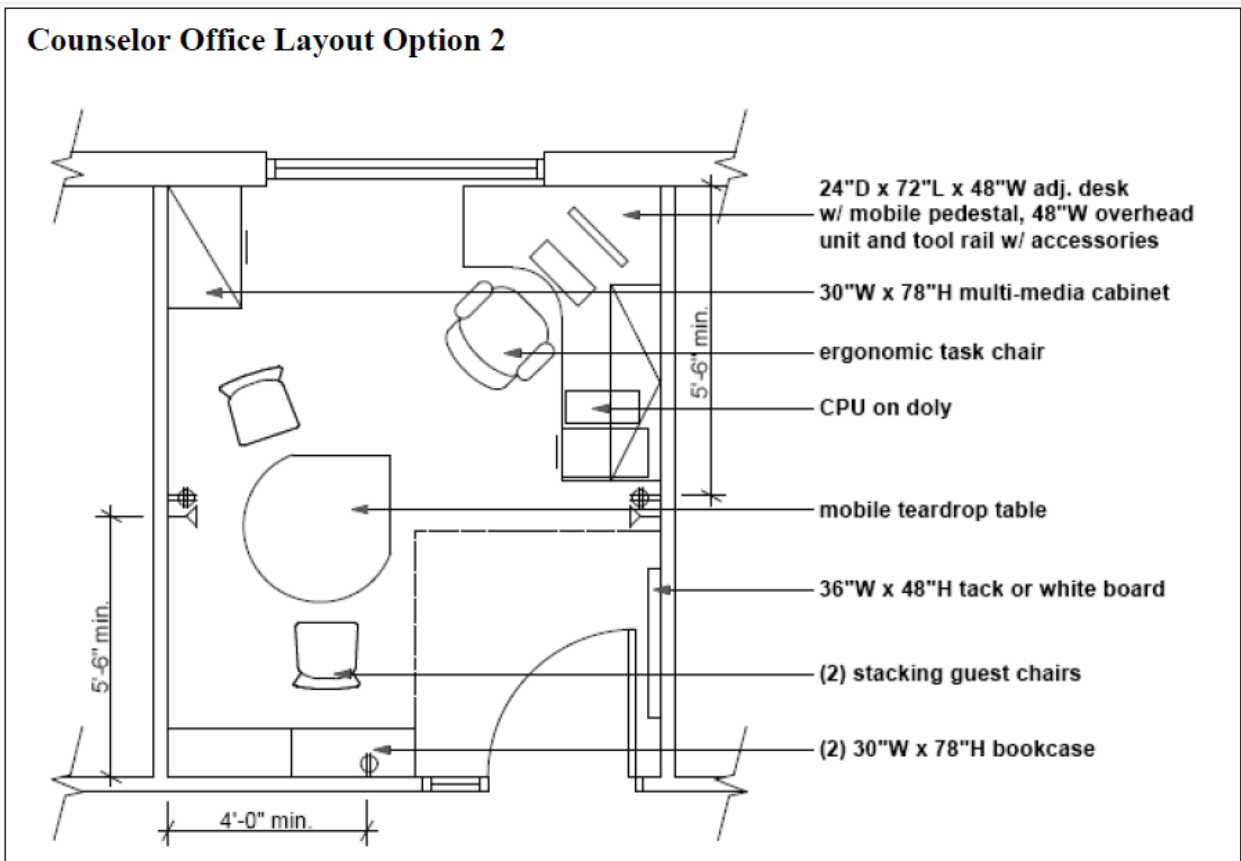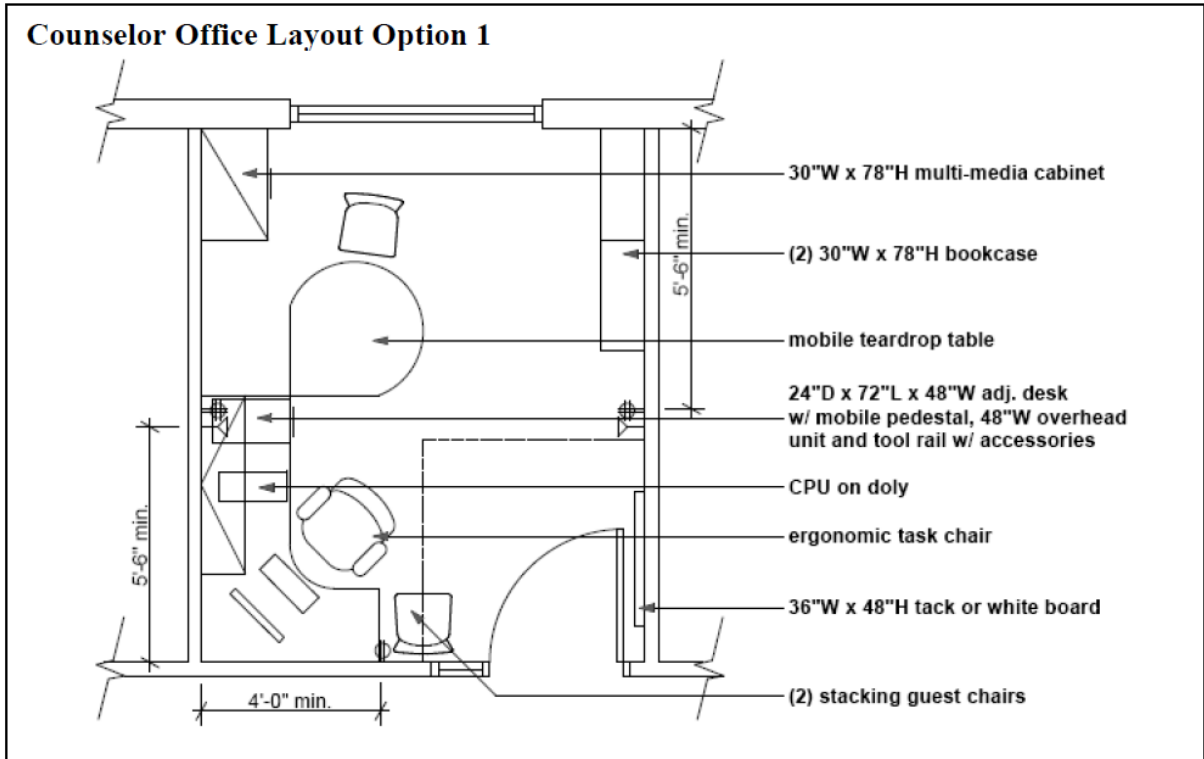
C.   Faculty Office Suite

   1. Design Statement:

   2. The Faculty Office Suite clusters several single and/or multiple station faculty offices around a central group learning area. The Faculty Office Suite facilitates collegiality among faculty, and provides a space for multiple student/teacher interactions during office hours.

   3. The design professional should consider the single and multiple station faculty offices, together with a centralized small meeting room, as the building blocks for the Faculty Office Suite. College of San Mateo's Science Building 36 has excellent examples of Faculty Office Suites

D.   Counselor Office

   1. Design Statement:

   2. Counselor Offices are designed similarly to the Faculty/Instruction Office. The Counselor Office has a private-public interface, because it is space for counselors to perform daily tasks as well as a place to meet students one-on-one. The Counselor Office design must be timeless, because of the programmed longevity of the offices space.

   3. Use the following additional criteria when designing this type of space.

      a.   Additional space is provided to accommodate two or more visitors

      b.   Locate counselor offices close to major building circulation zones and nodes.

   4. Minimum space requirements:

      a.   120 assignable square feet.

5.　Illustrations of Counselor Office Layout Options

Counselor Office Layout Option 1

- 30"W x 78"H multi-media cabinet
- (2) 30"W x 78"H bookcase
- mobile teardrop table
- 24"D x 72"L x 48"W adj. desk w/ mobile pedestal, 48"W overhead unit and tool rail w/ accessories
- CPU on doly
- ergonomic task chair
- 36"W x 48"H tack or white board
- (2) stacking guest chairs

5'-6" min.
5'-6" min.
4'-0" min.

Counselor Office Layout Option 2

- 24"D x 72"L x 48"W adj. desk w/ mobile pedestal, 48"W overhead unit and tool rail w/ accessories
- 30"W x 78"H multi-media cabinet
- ergonomic task chair
- CPU on doly
- mobile teardrop table
- 36"W x 48"H tack or white board
- (2) stacking guest chairs
- (2) 30"W x 78"H bookcase

5'-6" min.
5'-6" min.
4'-0" min.

E.   Division Office Suite, and Dean/Director Office

1. Design Statement:

2. The Division Office Suite provides the opportunity to house instructional leadership at the Division level. The Division Office Suite has a private-public interface, because it is space for deans/directors/staff to perform daily tasks as well as a place to meet faculty, students and visitors. The Suite is comprised of an office for the Division Dean/Director, workstations for a Division Assistant and an Office Assistant, a waiting area with two or more seats, an adjacent meeting room, and an adjacent Division Work/Copy Room. The Division Office Suite should be easily accessible and visually attractive for students, visitors, staff and faculty to approach for information; it should have direct visual and physical access to the main circulation path of the building. As these areas are continually occupied, it should have fenestration to the exterior. The Division Office Suite design must be timeless, because of the programmed longevity of the space.

3. The Office Assistant's workstation is combined with the waiting area to create a welcoming first point of contact. The Office Assistant at a workstation provides administrative functions for both the Dean/Director and the Division Assistant. Although in an open area, some privacy is desired for both workstations as the person is working on the computer and managing visitors. The Division Assistant manages access to the Dean/Director, but is also available to handle visitors and tasks when the Office Assistant is not available. Although the Division Dean or Director's Office should be a private, hard-walled office within the Suite, to allow for complete privacy for confidential work, meetings, etc., it is equally important for the Division Dean/Director to interact with the Division Assistant and Office Assistant. Division storage requirements are for 3+ years of file records, whether within the suite or elsewhere in the building, secured and accessible only by the respective Division staff.

4. Use the following criteria when designing a Division Office Suite:

    a.   If visitor waiting area has loose seating against a wall, wainscot and/or a chair rail should be provided.

    b.   Maximize propinquity by co-locating the Division Suite with a meeting room and a Copy/Work Room.

    c.   Locate Division Suite close to major building circulation zones and nodes, for maximum visibility and access

5. Minimum space requirements:
    a.   180 assignable square feet. (New / Modernization Projects: Directors that report directly to a Vice Chancellor / Vice President to have 180 asf, Directors that report to a Dean to have 120 asf)

6. Illustrations of Dean or Director Office Layout Options

Division Dean or Director Office Layout Option 1

- (3) low bookcases w/ shared top
- (2) tall multi-media cabinets
- 42"D round table w/ (4) guest chairs
- (2) 24"D x 72"L x 48"W adj. desks w/ (2) 48"W overhead units, (2) mobile pedestals, and (2) tackboards
- CPU on doly
- ergonomic manager's chair
- 60"W x 36"H tack and white board

Division Dean or Director Office Layout Option 2

- (2) tall multi-media cabinets
- 42"D round table w/ (4) guest chairs
- ergonomic manager's chair
- CPU on doly
- (2) 24"D x 72"L x 48"W adj. desks w/ (2) 48"W overhead units, (2) mobile pedestals, and (2) tackboards
- 60"W x 36"H tack and white board
- (2) 48"W overhead cabinets over (3) low bookcases w/ shared top

F.   Open Workstation

1. Design Statement:

   a.   The workstation comprises the basic unit of administrative staff space outside of hard-walled offices, provided within SMCCCD.

2. Minimum space requirements:

   a.   64 assignable square feet (minimum) exclusive of external filing storage adjacent to location

G.   Offices Group 1 Fit Out Schedule

Offices - Group 1 Fit Out Schedule	Single Station	Multi-Station Faculty	Counselor Office	Division Office Suite	Dean or Director Office	Staff Workstations in Division, Vice President, President	Vice President Office	President Office	Single Station Staff Office	Staff Workstation in Open Office
Window with Window Treatments	X	X	X	X	X	If appl.	X	X	X	If appl.
Indirect Lighting or Low Glare Lighting	X	X	X	X	X		X	X	X	X
Two Fourplex Power Outlets on Opposing Walls	X	X	X	X	X		X	X	X	
Additional Convenience Outlets on at least One Perpendicular Wall (as project allows)	X		X	X	X		X	X	X	
One Additional Fourplex Outlet for each station over and above Single Station Office		X		X						
Two Data Ports on Opposing Walls	X		X	X	X		X	X	X	
One Additional Data Port for each station over and above Single Station Office		X		X						
Coat Hook on Inside of Door	X	X	X		X		X	X	X	
One Door Card Holder	X		X							
Additional Door Card Holders for each Station		X								
Message Center	X		X	X						
Additional Message Centers for each Station		X								
Waiting area, serving multiple offices, in adjacent circulation space	X	X	X				X	X		
Waiting area within suite				X						
Power and data interface provided from the building, terminated in wall or floor and cabled through workstation										X

H.   Offices Group 2 Fit Out Schedule

Offices - Group 2 Fit Out Schedule										
	Single Station	Multi-Station Faculty	Counselor Office	Division Office Suite	Dean or Director Office	Staff Workstations in Division, Vice President, President	Vice President Office	President Office	Single Station Staff Office	Staff Workstation in Open Office
One 60" x 54" Adjustable Height Workstation, Square Shoe Style, per Station	X	X	X		X2	X			X	X
Modesty Screen					X	X				
One mobile teardrop table			X							
One (1) mobile drawer storage (Pencil/Box/File Combination per Station	X	X	X		X2	X			X	X
One (1) wall mounted overhead cabinet w/ tool rail & accessories per Station	X	X	X		X2	X			X	X
One ergonomic office task chair on casters per station	X	X	X		X	X	X	X	X	X
25 linear feet of binder/book storage, and 5 linear feet of filing storage, minimum, per Station	X	X				X			X	X
30 linear feet of binder/book storage, and 5 linear feet of filing storage, minimum			X		X					
One Shared Wardrobe Cabinet, 66" H		X		X						
66"H panel workspace dividers for mounting storage units and providing privacy		X				If appl.				
Task specific lighting, either table based or under overhead cabinet	X	X	X		X	X	X	X	X	X
One tack or white board per station (user choice), 3'W x 4'H	X	X	X		X	X	X	X	X	
One shared tack or white board (user choice), 6'W x 4'H; or one shared tack board 3'W x 4'H and one shared white board 3'W x 4'H		X								
One (1) Visitor chair per office	X									
Two (2) Visitor chairs per office		X	X	X	X2		X2	X2	X	
Table for four (4) guests					X		X	X		
Office location to have access to additional visitor chairs	X			X						
Office location to have access to adjacent alternative meeting space	X	X	X		X	X	X	X	X	X
Laptop computer with docking station, or desktop computer, per Station	X	X	X		X	X	X	X	X	X
Networked laser printer, shared	X	X	X		X	X	X	X	X	X
Networked laser printer, dedicated							X	X		
District-standard VOIP telephone per Station	X	X	X		X	X	X	X	X	X
Wastepaper and recycling baskets, per Station	X	X	X		X	X	X	X	X	X

2.3   GENERAL REQUIREMENTS FOR MEETING ROOMS

2.4   THE FOLLOWING DESCRIPTIONS OUTLINE THE MINIMUM REQUIREMENTS FOR
       THE PHYSICAL, FUNCTIONAL, AND TECHNOLOGICAL NECESSITIES OF MEETING
       ROOMS AT SMCCCD.

   A.   Design for transparency. Provide glazed walls, glazed openings, door viewers, or
         side lights to permit easy verification that a meeting is in session.

   B.   Distribute their location to minimize travel distance.

   C.   Locate as either destinations or along well-trafficked circulation zones to assist in
         wayfinding.

   D.   Cluster meeting rooms to leverage waiting areas and to assist in wayfinding.

   E.   Review current SMCCCD Furnishings Design Standard for dimensions and shapes
         of approved furnishings. Validate that the approved furnishings will function in the
         proposed meeting room.

   F.   To maintain equal accessibility to all room environmental controls, all light switches,
         thermostats or wall mounted equipment must be placed within the ADA zone (within
         60" inches inside an office with an inward opening door, or within 18" of the strike
         side of a door).

   G.   SMCCCD acknowledges that structural details, such as columns, and architectural
         details, such as windows, may impact the final layout options available to the end
         user in specific offices. Each option is offered as a means to illustrate minimum
         clearances and telecommunications infrastructure required.

   H.   Should a design professional find that they cannot meet these minimum
         requirements, deviations must be presented to the Executive Director of
         Construction Planning or the Vice Chancellor of Facilities for design review and
         approval. If approved, these deviations shall be regarded as case specific, rather
         than wholesale across the Design Standard document.

2.5   MEETING ROOM TYPES

   A.   Huddle Room:

      1. Design Statement:

      2. The Huddle Room is an important component of open office design. They allow
          staff assigned to workstations to hold both scheduled and unscheduled
          meetings and private conversations. It is designed identically to a single
          station faculty office and can be easily repurposed for office use without
          additional construction. Use the following criteria when designing this type of
          space.

      3. Minimum space requirements

         a.   100 assignable square feet

         b.   Space to accommodate a meeting of five (5) people seated at one time

   B.   Small Meeting Room

      1. Design Statement:

      2. The Small Meeting Room is the first level of permanently provided meeting space
          used in any administrative setting.

3. Minimum space requirements

   a.   200 assignable square feet, or equal to two (2) typical single station faculty office dimensions.

   b.   Space shall be configured so that a future subdivision can be performed should additional faculty offices be required.

   c.   Space to accommodate a meeting of ten (10) people seated at one time at the table.

C.   Medium Meeting Room

   1.   Design Statement:

   2.   The Medium Meeting Room is the second level of permanently provided meeting space used in any administrative setting.

   3.   Minimum space requirements

      a.   300 assignable square feet, or equal to three (3) typical single station faculty office dimensions.

      b.   Space shall be configured so that a future subdivision can be performed should additional faculty offices be required.

      c.   Space to accommodate a meeting of fifteen (15) people seated at one time at the table.

D.   Large Meeting Room

E.   Design Statement:

F.   The Large Meeting Room is the third level of permanently provided meeting space used in any administrative setting.

   1.   Minimum space requirements

      a.   400 assignable square feet

      b.   Space to accommodate a meeting of twenty-six (26) people seated at one time at the table.

G.   Assembly Room

   1.   Design Statement:

   2.   The Assembly Room is the final level of permanently provided meeting space used in any administrative setting. Events requiring additional meeting capacity can be scheduled in classrooms, theaters and dining halls.

   3.   Minimum space requirements

      a.   600 assignable square feet

      b.   Space to accommodate a meeting of forty (40) people seated at one time at the table.

      c.   Room for a speaker at a portable podium

H.   Meeting Rooms Group 1 Fit Out Schedule

Meeting Rooms - Group 1 Fit Out Schedule					
	Huddle Room	Small Meeting Room	Medium Meeting Room	Large Meeting Room	Assembly Room
Door	X	X	X	X2	X2
Window with Window Treatments	X	X	X	X	X
Indirect Lighting or Low Glare Lighting, controllable for presentations	X	X	X	X	X
Two Fourplex Power Outlets on Opposing Walls	X	X	X	X	X
Additional Convenience Outlets on at least One Perpendicular Wall	X	X	X	X2	X2
Two Data Ports on Opposing Walls	X		X	X2	X2
Smart Conference Room Technology: Usually includes floor power outlet and data port to support conference table technology (speaker phone, power, data at table top); ceiling mounted projector, vga cabling)			X	X	X

I.   Meeting Rooms Group 2 Fit Out Schedule

Meeting Rooms - Group 2 Fit Out Schedule					
	Huddle Room	**Small Meeting Room**	**Medium Meeting Room**	**Large Meeting Room**	**Assembly Room**
Table for five (5) guests	X				
Table(s) for ten (10) guests		X			
Table(s) for fifteen (15) guests			X		
Table(s) for twenty-six (26) guests				X	
Table(s) for forty (40) guests					X
Conference room chairs	X5	X10	X15	X26	X40
One (1) storage credenza, 42"W x 1'6"D	X				
One (1) storage credenza, 72"W x 1'6"D		X	X	X	
Tack board on door wall, 4'W x 4'H	X	X2	X3	X3	X3
White board on perpendicular wall, 8'W x 4'H	X	X	X2	X2	X2
Smart Conference Room equipment. May include Smart Classroom fit out (ceiling mounted projector, vga cabling, floor outlet under table)		X	X	X	X
District-standard VOIP telephone and/or conference phone	X	X	X	X	X
Wastepaper and recycling baskets	X	X	X	X	X

2.6   COPY ROOMS AND BREAK ROOMS

A.   Copy Room / Work Room:

1. Design Statement:

2. The Copy/Work Room is an important administrative support component. Copy Rooms may contain any or all of the following elements:

   a.   Networked photocopier machine(s)

   b.   Networked fax machine(s) (Note: traditional dedicated fax machines are being phased out as SMCCCD's VOIP system's digital fax feature and our networked copiers provide the same capabilities)

   c.   Paper shredding machine

   d.   Counter-height surfaces for sorting, collating, organizing

   e.   Faculty and staff mail boxes

   f.   Office and classroom supplies

   g.   Recycling and trash receptacles

        h.   Interoffice mail bins or bags

        i.   Mail distribution crates

3. Plan for the following elements when designing this type of space:

        a.   Casework: uppers and lowers, with minimum 20% drawers in lower cabinets. Minimum thirty-two (32) LF combined.

        b.   Minimum one (1) networked photocopier machine(s)

        c.   Maximum one (1) networked fax machine(s)

        d.   One (1) paper shredding machine

        e.   Faculty and staff mail boxes, in quantities appropriate to the programmed users. Mail boxes should be a minimum of 10" wide x 12" deep. Mailboxes should be designed for height flexibility, to allow some boxes to be larger in volume than others. Ensure that a durable yet flexible mailbox labeling solution is in place.

        f.   Space for interoffice mail bins or bags. The design solution may be mailboxes dedicated to this use. For greater interoffice mail volume, design a wide and deep base cabinet drawer with pipe rails to allow for hanging mail bags. (The District Administration Building has a great example of this design solution).

        g.   Built-in lower cabinet spaces for medium-sized recycling and trash receptacles, with associated grommeted countertop slots/cut-outs. (The District Administration Building has a great example of this design solution).

4. Minimum space requirements

        a.   200 assignable square feet

B.   Wet Break Room

1. Design Statement:

        a.   The Wet Break Room is a comfortable space provided for faculty and staff as a space to eat, relax and socialize during breaks, away from the hustle and bustle of the students. Faculty and staff break rooms are not used by students or the general public; these are private, employee-only areas.   Amenities include a basic kitchenette for warming microwavable food, washing dishes, preparing coffee and tea, storing refrigerated and non-refrigerated items.

2. Plan for the following elements when designing this type of space:

        a.   Minimum 20 cubic foot refrigerator

        b.   Microwave oven

        c.   Coffee maker

        d.   Sink with hot and cold water and garbage disposal

        e.   Instant hot water dispenser

        f.   No casework above refrigerator, minimum 30" width

g. Casework: uppers and lowers, with minimum 20% drawers in lower cabinets. Minimum eight (8) LF combined. Do not design casework above refrigerator, to allow for varying refrigerator sizes over time.

h. Built-in lower cabinet spaces for medium-sized recycling and trash receptacles, with associated grommeted countertop slots/cut-outs. (The District Administration Building has a great example of this design solution).

i. Table(s) and chairs to seat a minimum of ten (10) people.

3. Minimum space requirements

a. 200 assignable square feet

b. space to accommodate a minimum of ten (10) people.

2.7 FINISHES SCHEDULE – ADMINISTRATIVE SPACES

2.8 THIS FINISHES SCHEDULE DELINEATES THE MINIMUM QUALITY OF FINISH ALLOWED IN TYPICAL ADMINISTRATIVE SPACES. FINISHES MAY BE UPGRADED, APPROPRIATE TO THE TYPE OF SPACE, AS THE PROJECT BUDGET ALLOWS. ANY DEVIATIONS FROM THIS FINISH SCHEDULE MUST BE APPROVED IN WRITING BY THE EXECUTIVE DIRECTOR OF CONSTRUCTION PLANNING OR THE VICE CHANCELLOR OF FACILITIES.

Finishes Matrix							
Space Category	Floor	Wall	Base	Ceiling	Door	Minimum Ceiling Height	Remarks
Offices	CPT/RF	GB	RTB	AT	WD	8'-0"	
Meeting Rooms	CPT/RF	GB	RTB	AT/W	WD	9'-0"	
Copy/Break Rooms	CPT/RF	GB	RTB	AT/W	WD	9'-0"	
Storage Rooms	RF/CON	GB	RTB	GB/ES	WD	8'-0"	
Utility Rooms	CON	GB	RTB	ES	WD	8'-0"	

Abbreviation Key				
Floors	Ceiling	Walls	Doors	Base
CON Sealed Concrete	AT Acoustic Ceiling	CMU Painted or Sealed Concrete Masonry Units	SF Storefront	RTB 4" Rubber Topset Base
CPT Carpet	ES Exposed Structure, Painted	CON Sealed Concrete	MT Metal	CON Concrete
CT Ceramic Tile	GB Painted Gypsum Board	CT Ceramic Tile	WD Wood, Solid Core, with Vision Panel	CT Ceramic Tile
QT Quarry Tile	W Wood	ES Exposed Structure, Painted as Appropriate	FRP Fiber Reinforced Polymer	QT Quarry Tile
RF Resilient Flooring		GB Painted Gypsum Board		W Wood
W Wood		VWC Vinyl Wall Covering		NB No Base
SC Stained Concrete		W Wainscot		
R Rubber		M Mirror		

2.9   APPROVED MANUFACTURERS

    Not Applicable

PART 3 EXECUTION

3.1   SUBSTITUTES ALLOWED?

    Not Applicable

3.2   ASSOCIATED DESIGN STANDARDS AND CONSTRUCTION SPECIFICATIONS

    Space Design Standard – Space Allocation Guideline

Space Design Standard – Instructional Spaces

Space Design Standard – Circulation and Public Spaces

Space Design Standard – Utility Rooms, Custodial and Maintenance Closets

Acoustical Design Standard

Physical Access Control & Security Management Design Standard

Telecommunications Infrastructure Design Standard

09 65 00 Resilient Flooring Design Standard

09 68 00 Carpet Design Standard

09 91 23 Interior Paint Design Standard

10 00 00 Miscellaneous Specialties Design Standard

10 11 16 Marker Board Design Standard

10 11 23 Tack Board Design Standard

10 26 00 Wall Protection Design Standard

12 06 00 Furnishings Design Standard

12 20 00 Window Treatment Design Standard

12 48 13 Entrance Floor Mats and Frames Design Standard

23 00 00 Basic HVAC System Design

26 00 00 Basic Electrical Requirements

26 50 00 Lighting Design Standard

END OF SECTION