



Department of
General Services

DEPARTMENT OF HUMAN SERVICES

BRIDGING DOCUMENT



This packet contains a comprehensive set of spaces found in typical **DHS** offices; some areas noted may not be included in the agency-approved block plan that accompanies these drawings. This packet also contains specific operational and programmatic needs of the State of Tennessee that are above and beyond the minimum code requirements.

The building owner and architect of record are responsible for confirming that the Construction Documents meet all applicable code and ADA requirements. If a building owner is providing a co-locate proposal, the agencies who will occupy the space will need to be separated with a demising wall. If shared amenities are included in the design, such as employee restrooms and breakroom, then secure access into each agency's space must be maintained. Often this can be accomplished with a secure shared corridor.



DETAIL #	DESCRIPTION	PAGE
A	RECEPTION WINDOW DIMENSIONS	1.5
B	RECEPTION WINDOW ELEVATION	1.5
C	RECEPTION WINDOW SECTION	1.5
D	ADA COUNTER HEIGHTS	1.5
E	DRINKING FOUNTAIN HEIGHT	1.6
F	DOOR STRIPING FILM	1.8
G	ELEVATION OF OFFICE	1.11
H	POWER SUPPLY METHODS	1.16
I	DOOR ELEVATION WITH CARD READER	1.19
J	MAIN ENTRANCE SIGNAGE	1.20

DRAWING	SHEET
BUILD-OUT SPECIFICATIONS	1.0
WALL CONSTRUCTION	1.1
PRELIMINARY BLOCK PLAN (SPATIAL ZONING)	1.2
ACCESS CONTROL AND SOUND MASKING	1.3
WAITING AREA / PUBLIC RESTROOMS	1.4, 1.5, 1.6
RECEPTIONIST	1.7
ENCLAVES	1.8
CONFERENCE ROOM	1.9
TRAINING ROOM	1.10
OFFICES	1.11
BREAKROOM	1.12
SUPPLY FILE, AND STORAGE ROOMS	1.13
TELECOM ROOMS	1.14
TYPICAL OPEN OFFICE ARRANGEMENT	1.15
SYSTEMS FURNITURE ELECTRICAL REQUIREMENTS	1.16
DOOR FLOOR PLAN /SCHEDULE	1.17, 1.18
DOOR ELEVATION WITH CARD READER	1.19
FLOORING SPECIFICATION	1.20

NOTE: These drawings are **not to scale**, including furniture prototypes. They have been developed based on programming information and requirements of individual agencies for the State of Tennessee. The Architect of Record shall utilize this information to develop complete construction documents, in compliance with applicable codes and regulations. **Please refer to lease for additional requirements.**

BUILD-OUT SPECIFICATIONS

Exterior

Expected requirements for the exterior of the building are; a minimum 42" wide hard surfaced exterior walkways. All exits to have a canopy to match the width of the door with a minimum of 12" overhang on each side of the door.

Exterior walls should be masonry or brick veneer construction and should not include typical "storefront" window-wall assemblies. Tinting is allowed in existing locations. Provide window treatment/blinds for all exterior windows, preferably blinds.

Provide exterior lighting at all building entry/exit doors. . Building entrances to be covered with an awning. Lessor to provide decal signage on front glass door, graphics per state standard. Lessor to provide exterior building signage per state standard. Exterior landscaping to have minimal trees and bushes

Common Walls

Common walls shall include slab-to-slab gypsum wallboard on the public side of all demising walls, corridors, stairwells, and other walls not interior to the Tenant space. All common walls shall be taped, blocked, finished, and sanded. Landlord will install sound attenuation insulation on Tenant side of Common Walls and demising walls prior to Tenant finishes being installed or applied.

Landlord shall furnish and install entry and exit doors in the Common walls from the common areas into the Leased Premises.

Partitions

All existing perimeter sill walls and core walls throughout space shall be freshly painted in an eggshell or satin paint finish.

All new partitions shall be constructed with 5/8" drywall and 3 5/8" metal studs with sound attenuation blankets installed per manufacturers recommendations inside the partition wall. Additional sound attenuation blankets shall be installed on ceiling tile.

Partitions around to include but not limited to all conference rooms, training rooms, break rooms, , and restrooms, shall be built to deck. Sound attenuation blankets shall be installed per manufacturer's recommendation inside the partition wall, seal all penetrations within partition walls including power/data boxes and at the connection of the partition to the deck.

Landlord shall install sound attenuation blankets on the ceiling tiles to include but not limited to, meeting rooms(enclaves), and offices.

Connections from partition to mullion will require an acoustically sealed connection.

Finish partitions completely to floor.

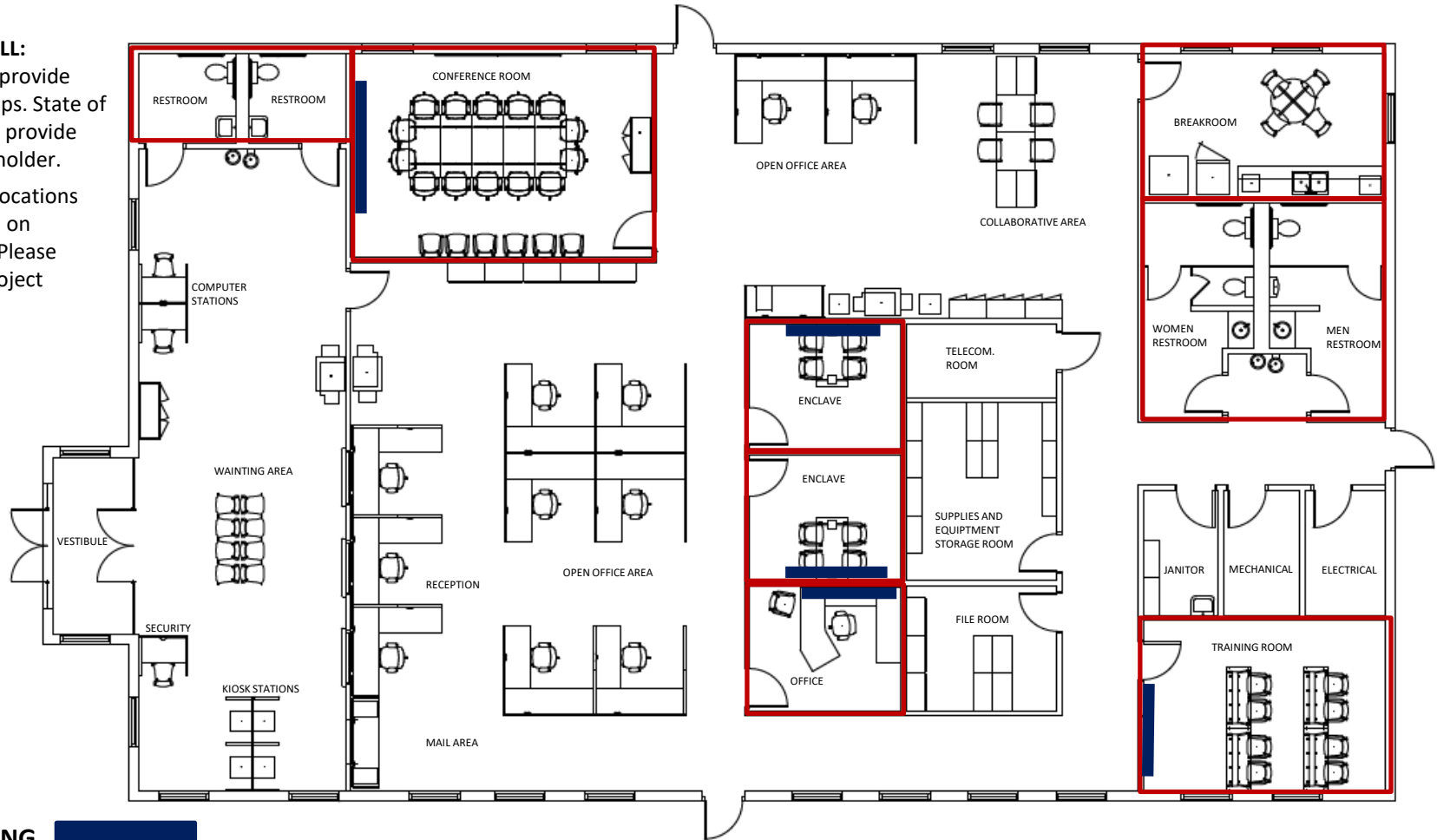
Refer to Exhibit D within the lease for additional build-out specifications.

WALL CONSTRUCTION

ROOM OVERALL:

Landlord shall provide evacuation maps. State of Tennessee will provide template and holder.

Wall blocking locations will vary based on design needs. Please refer to the project manager.



WALL BLOCKING

WALLS TO DECK & SOUND ATTENUATION

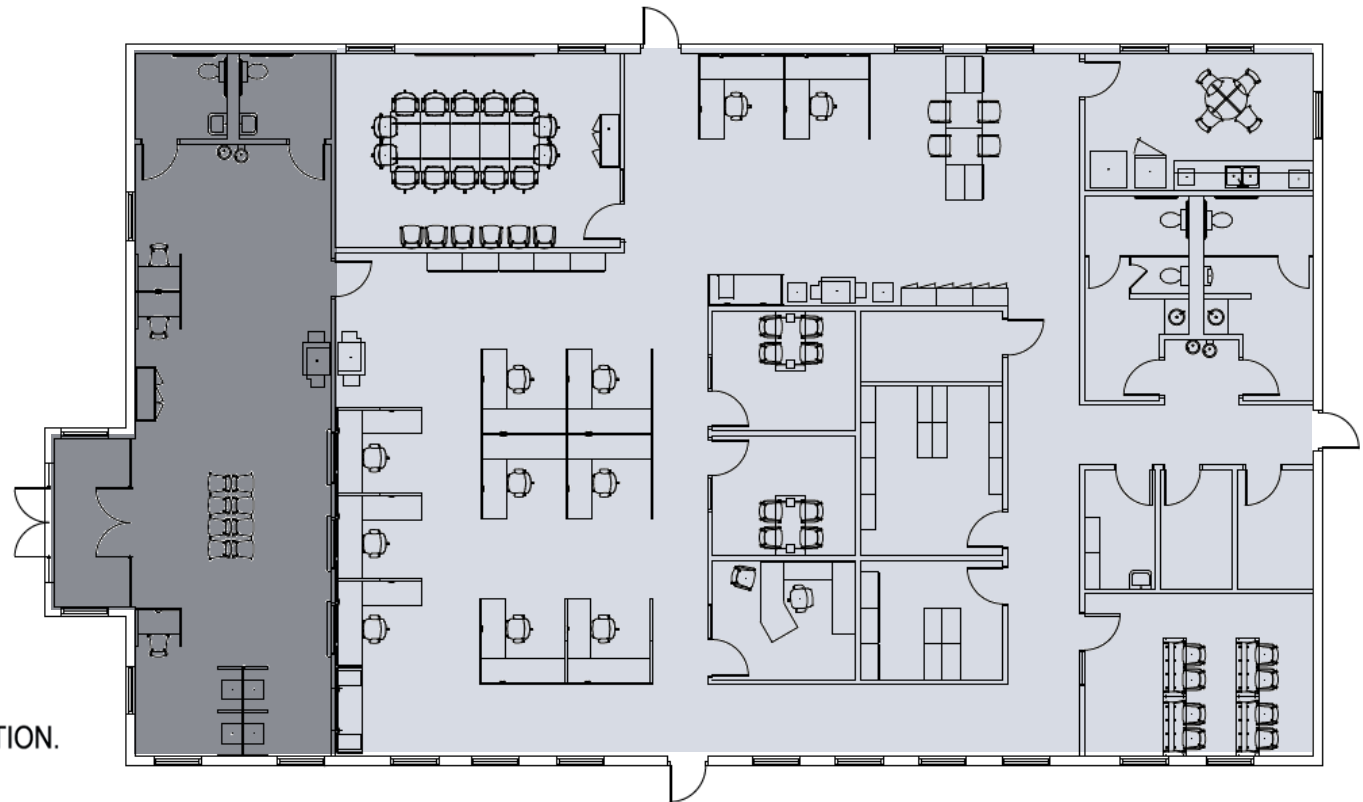
BLOCK PLAN (SPATIAL ZONING)

ZONE 1 PUBLIC

Security measures are required between the public zone and intermediate zone. Public zone requires immediate access to customer parking lot, and should include restroom(s), drinking fountain(s), and other public amenities.

ZONE 2 INTERMEDIATE

This zone is accessible to both staff and customer. Staff members escort the public in and out of these areas. Offices, storage rooms, training room and utility spaces are staff only within this zone, with direct access to staff parking.



SAMPLE PLAN ONLY.
NOT FOR CONSTRUCTION.

Zoning based on employee occupancy. All spaces need to meet ADA requirements. All spaces except telecom closet to receive acoustical ceiling tile and grid.

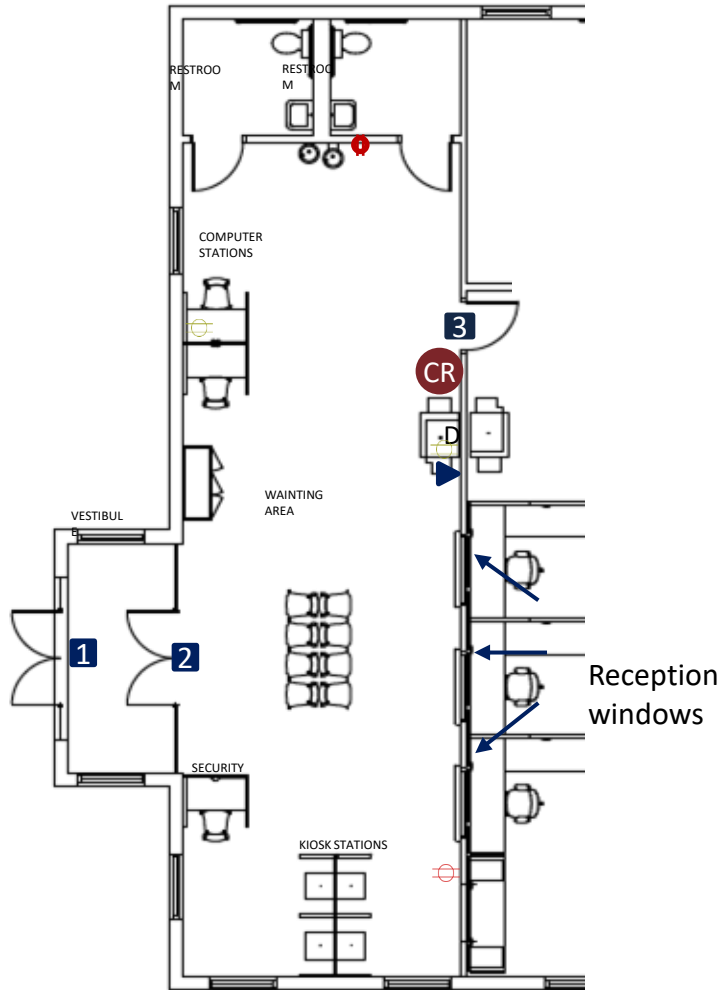
ACCESS CONTROL AND SOUND MASKING

SOUND MASKING

CARD READER CR



WAITING ROOM



FLOORING TYPE: LVP

DOORS:

	TYPE	HARDWARE
1	Store front	ENTRANCE LOCKSET. Panic bar/paddle handle, door closer. Lockable from outside. Master key
2	Store front	STOREROOM LOCKSET. Panic bar/paddle handle, door closer
3	Solid door Card reader With narrow window and one way film	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grand master. Door buzzer to release

WINDOW: Exterior window treatment

Receptionists should have a short path to the Waiting Room to retrieve package and to allow immediate access to zone 1. Employee must have a clear view thru public space. At least one of the clerk's counter height needs to be wheelchair accessible. Overall height 80".

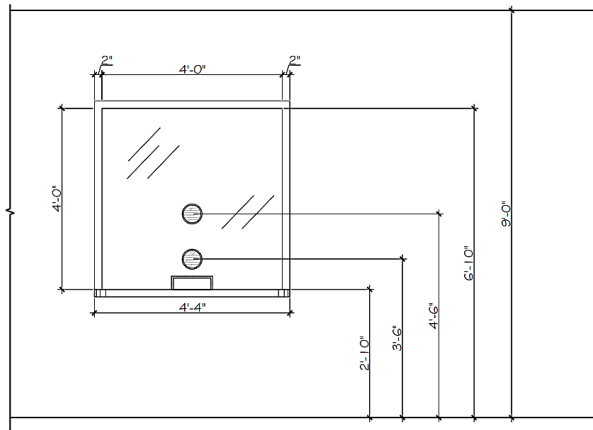
ELECTRIC: Copier will need a dedicated circuit and data port. Kiosks and tablet stations will need a ceiling junction box to supply power to the panels. Based on size a convience outlet is needed.

AREA: Size is based on number of clients served.

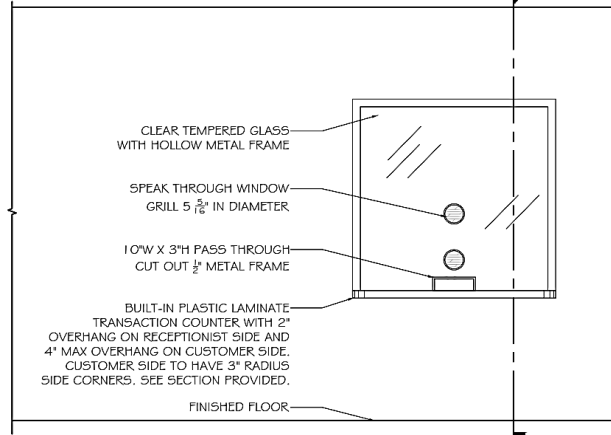


WAITING ROOM

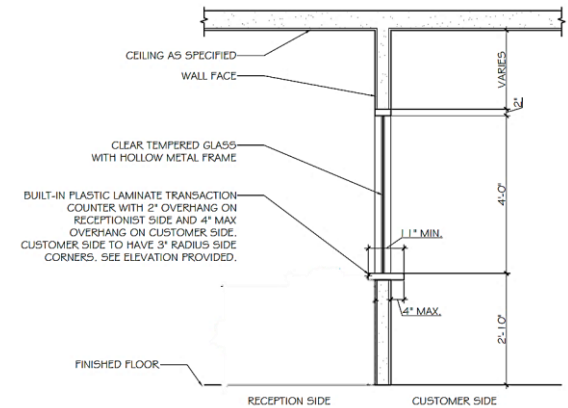
DETAIL A RECEPTION WINDOW DIMENSIONS



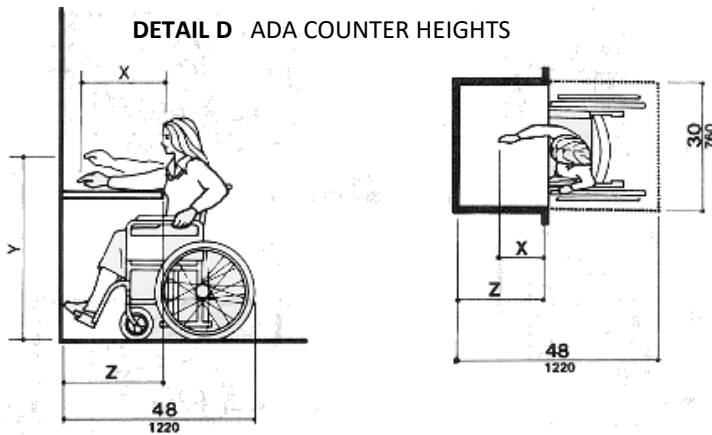
DETAIL B RECEPTION WINDOW ELEVATION



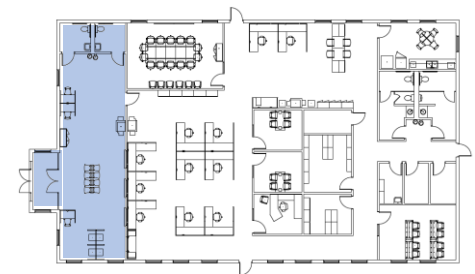
DETAIL C RECEPTION WINDOW SECTION



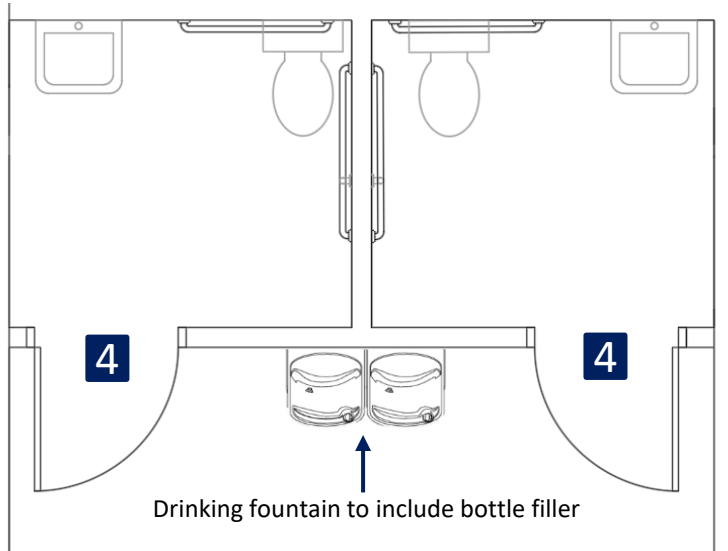
DETAIL D ADA COUNTER HEIGHTS



NOTE: x shall be ≤ 25 in (635 mm); z shall be $\geq x$. When $x < 20$ in (510 mm), then y shall be 48 in (1220 mm) maximum. When x is 20 to 25 in (510 to 635 mm), then y shall be 44 in (1120 mm) maximum.



PUBLIC RESTROOMS



FLOORING TYPE: LVP

DOORS:

	TYPE	HARDWARE
4	Solid, no glass	PRIVACY LOCKSET. Unlock with tool or key

WINDOWS: N/A

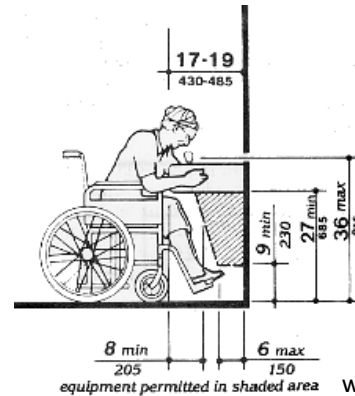
ELECTRIC: 1 duplex and 1 GFI 42" high of the ground.

PLUMBING: Separation from public restroom and employee restroom. Water fountains are required, and bottle fillers are ideal. Water fountains height must be suitable for use by adults, children, and individuals in wheelchairs. See **Detail E** below.

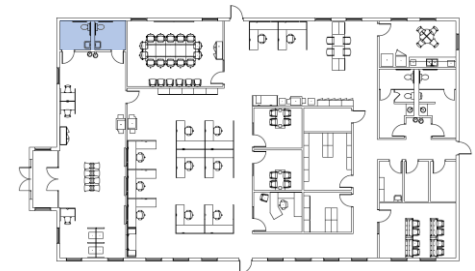
AREA: At least 60 sqft.

NOTE: Landlord will provide **foam soap dispenser** approximately 5.25"W x 4.25"D x 11"H in dimension. Landlord will provide a touchless bathroom **tissue dispenser** approximately 8.5 "W x 12"D x 13"H or a **hand air dryer**

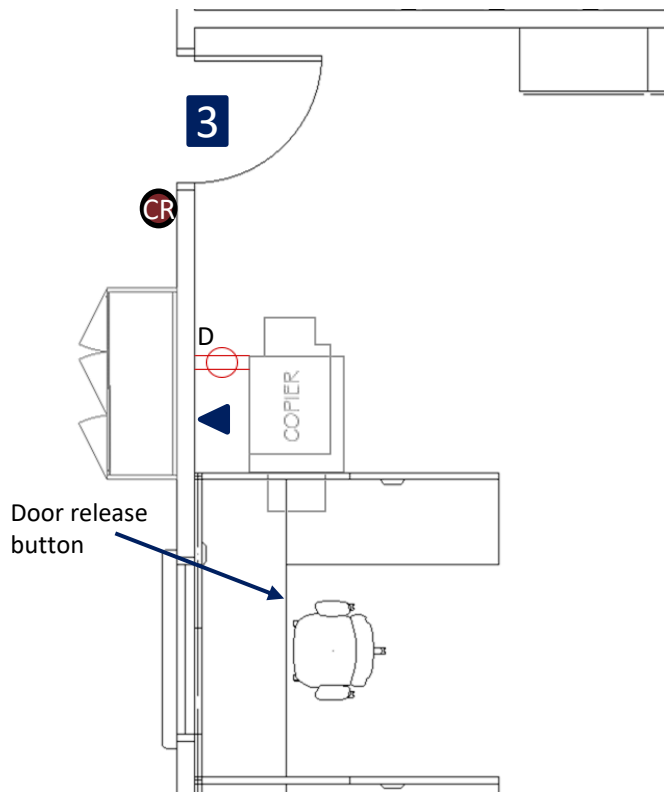
DETAIL E DRINKING FOUNTAIN HEIGHT



www.ada.gov



RECEPTIONIST



FLOORING TYPE: Carpet

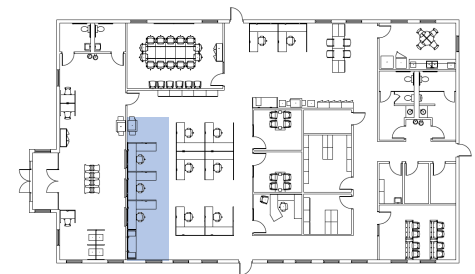
DOORS:

	TYPE	HARDWARE
3	Solid door Card Reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grand master. Door buzzer to release

RECEPTION WINDOW: Employee must have a clear view thru public space. Receptionists should have a short path to the Waiting Room to retrieve packages. See Reception window **Detail A, B** and **C**. Counter height needs to be wheelchair accessible see **Detail D**.

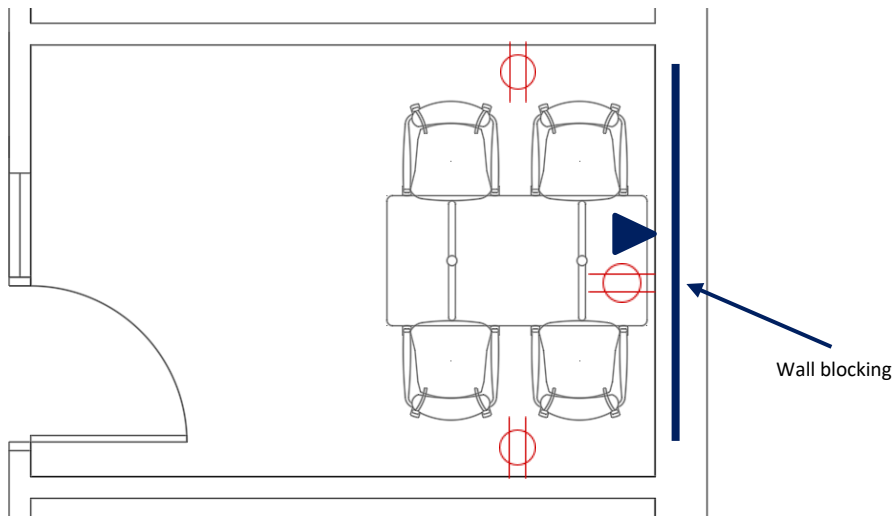
ELECTRIC: 1 Data and 1 electric 20 amp on a dedicated circuit outlet to the copier and wiring for an electronic door release to allow entrance into zone 2. Workstations in this area will have electrical running through the furniture panel system; therefore, it will need a ceiling junction box that will be connected to a state provided power pole. See **Detail H**

AREA: . About 49 sqft. per reception workstation



This space provides direct interaction with clients in the waiting room. Office and mail equipment should be located in close proximity to reception.

ENCLAVES



FLOORING TYPE: Carpet

DOORS:

	TYPE	HARDWARE
8	Solid door with side lite	PRIVACY LOCKSET Keyed to master key

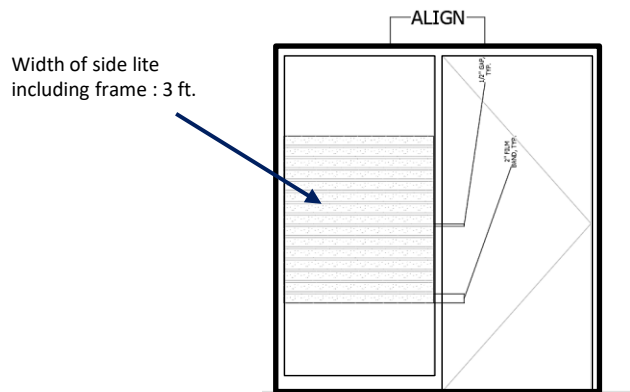
typical full frost banding applied to sidelight

See **Detail F**, unless designated as the Mother's Room which requires full translucent film

ELECTRIC: Electrical duplex on 3 walls and a minimum of 2 data.

AREA: 120 sqft.

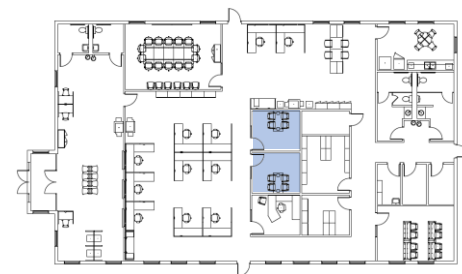
DETAIL F DOOR STRIPING FILM



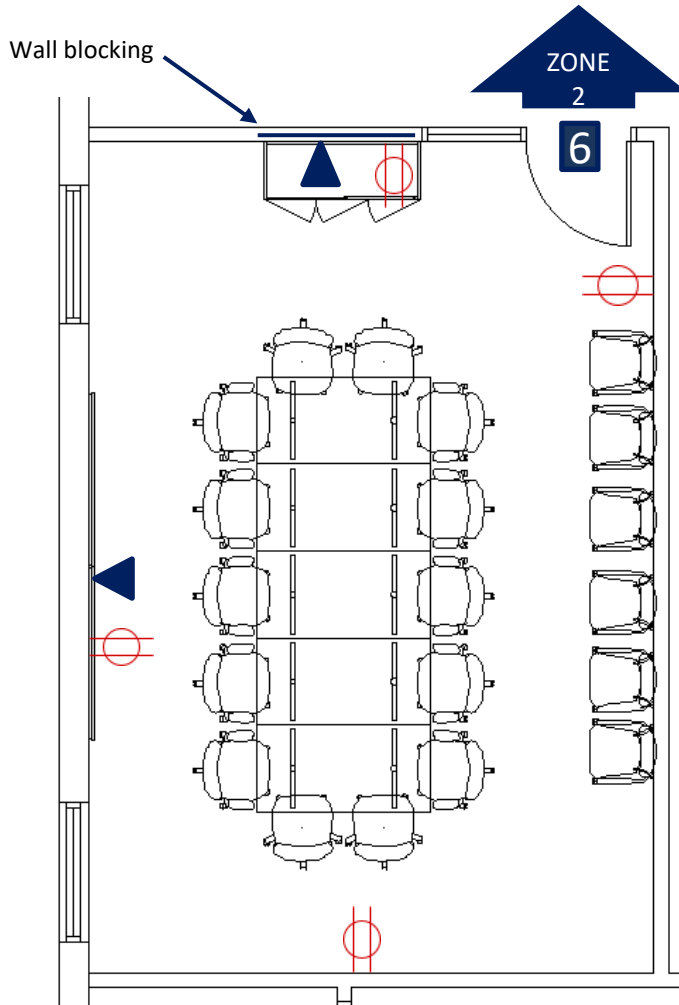
7'-0" DOORS - START FILM @ 2'-0" AFF. END FILM @ 5'-6" OR NEXT FULL BAND.

8'-0" DOORS - START FILM @ 2'-0" AFF. END FILM @ 6'-2" OR NEXT FULL BAND.

9'-0" DOORS - START FILM @ 2'-6" AFF. END FILM @ 6'-10" OR NEXT FULL BAND.



CONFERENCE ROOMS



FLOORING TYPE: Carpet

DOORS:

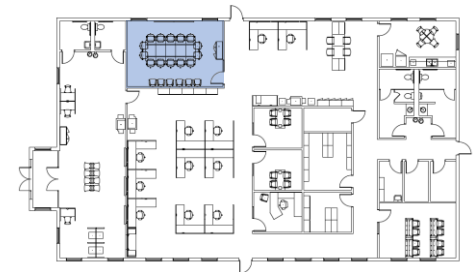
	TYPE	HARDWARE
6	Solid door with side lite or window	PRIVACY LOCKSET. Key direct to master

Typical full frost banding applied to sidelight

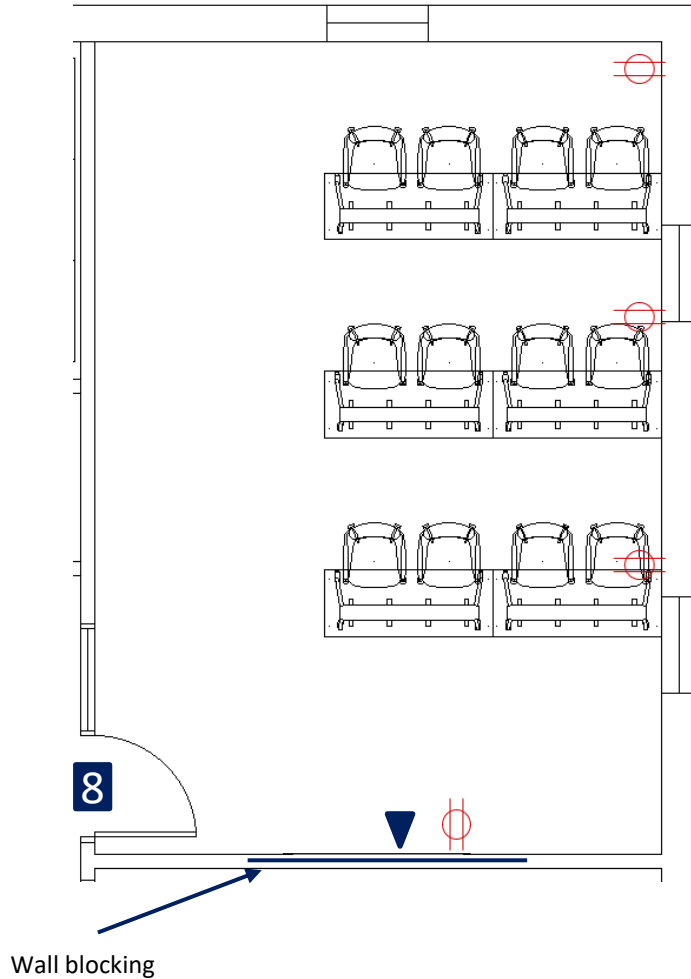
See **Detail F**

ELECTRIC: 4 duplex and 2 data required at a minimum, if room seats more than 18 people, then additional data and electrical outlets are required

AREA: Varies; refer to approved block plan for size and location



TRAINING ROOM



FLOORING TYPE: Carpet

DOORS:

	TYPE	HARDWARE
8	Solid door with side lite	PASSAGE SET

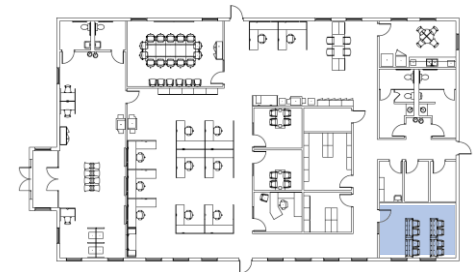
Typical full frost banding applied to sidelight

See **Detail F**

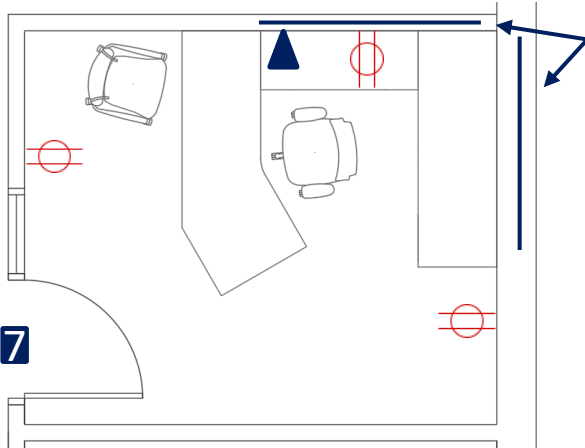
WINDOW: Exterior window treatment

ELECTRIC: 1 duplex on the wall per row of tables. The front of the room needs 1 duplex, 1 data and Wi-Fi.

AREA: Approximately 30 sqft. per seat with a minimum of 10 people.

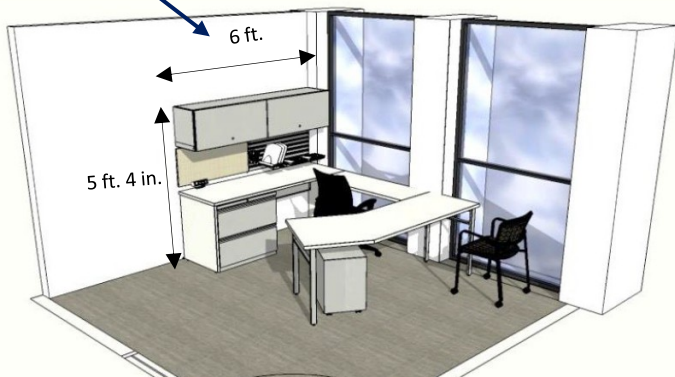


OFFICES



DETAIL G ELEVATION OF OFFICE

Wall blocking behind overhead storage



FLOORING TYPE: Carpet

DOORS:

	TYPE	HARDWARE
7	Solid door with side lite	PASSAGE LOCKSET

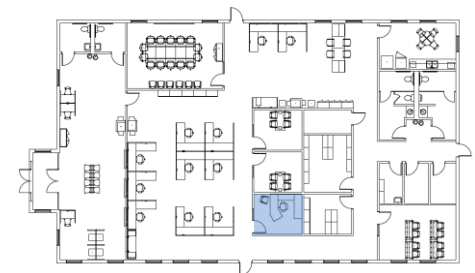
typical full frost banding applied to sidelight

See **Detail F**

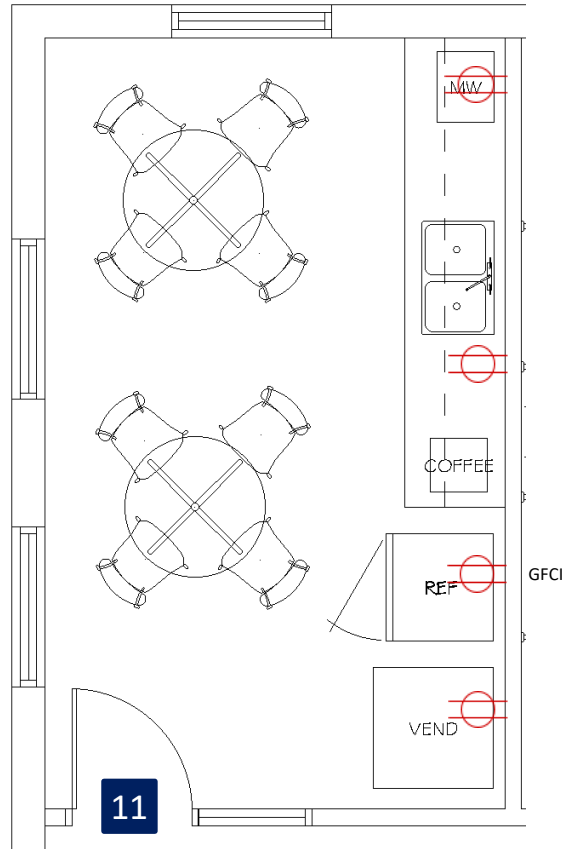
WINDOW: Exterior window treatment

ELECTRIC: 1 data and 1 electrical under the bridge of the desk. An additional electrical under the credenza and another on an open wall.

AREA: 120 sqft.



BREAKROOM



FLOORING TYPE: LVP

DOORS:

	TYPE	HARDWARE
11	Solid door with side lite	PASSAGE LOCKSET

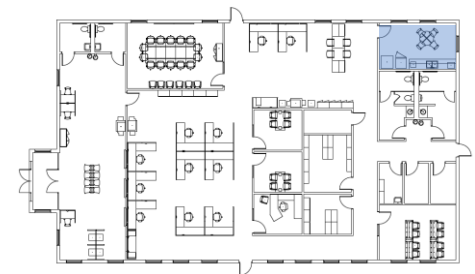
typical full frost banding applied to sidelight

See **Detail F**

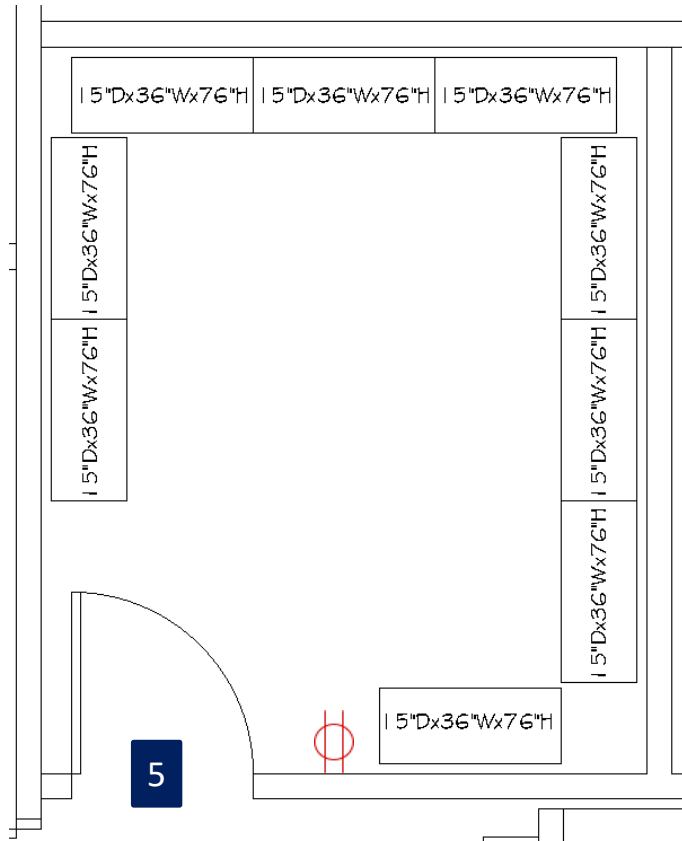
ELECTRIC: GFI duplex by the sink and outlets to serve fridge, microwave, coffee maker and vending machines. Also, an additional outlet for house keeping on open wall.

WINDOW: Exterior window treatment

AREA: Sized per projected quantity of staff in the office; see approved block plan.



SUPPLY, FILE AND STORAGE ROOMS



FLOORING TYPE: LVP

DOORS:

	TYPE	HARDWARE
5	Solid door	STOREROOM LOCKSET Separate key

ELECTRIC: 1 duplex for convenience.

AREA: Varies based on size of agency



TELECOM ROOMS

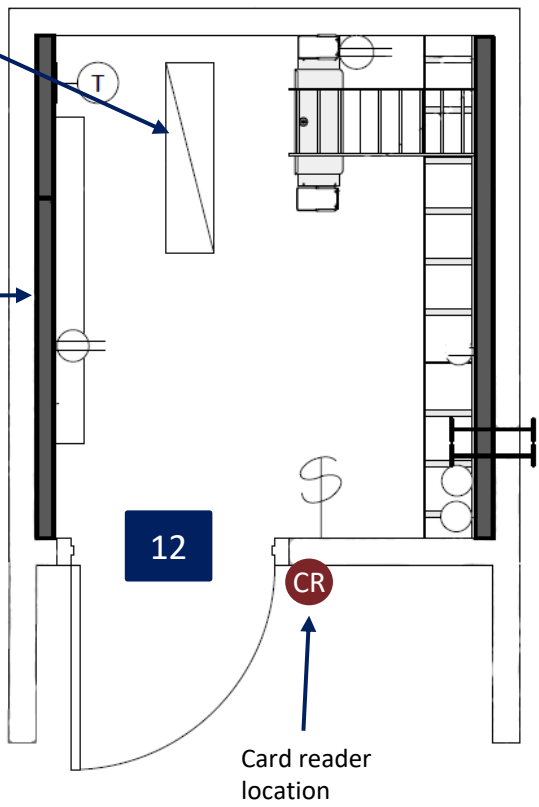
Shall provide a minimum of 2" conduits (x3) to extend to the property line. The State Service Provider needs to be consulted as they have the legal right to determine where the conduits terminate. Coordinate with state service provider and STS Cabling team.





Lighting should be a minimum of 50-foot candles on both sides of the racks.

Stand alone dedicated HVAC Unit appropriately sized according to square footage and heat load. Consult with STS Cabling Department for any questions on size and location. HVAC unit to be mounted on the wall at 8'-6" AFF.

Thermostat easily accessible within the room, typically by the door. Unit needs to be operating 24 hours a day, 365 days/ year with no heat.

NOTE: Air from the HVAC unit must not blow directly at the equipment.



-  Card reader
-  Thermostat
-  Quad outlet
-  Dual outlet

Single story buildings

- Ceiling should be open to deck except where approved by STS and DGS
- Spaces should be designed with adequate pathways or openings through walls and other obstructions into accessible ceiling space.

Multi-story buildings

- At least one telecom room per floor
- Must be stacked with the walls extending to the deck
- State will provide necessary plywood backboard
- Provide conduit infrastructure for voice/data and back-boxes
- 1" conduit stubbed up into accessible area in the open access ceiling
- Place outlets according to build out plans, Include pull string and a bushing.

FLOORING TYPE: FINISHED CONCRETE

DOORS: Must be minimum of 36" wide and open out. Must remain locked at all times.

	TYPE	HARDWARE
12	Solid door with card reader	No interior thumb lock Door closer needed

WINDOW : No windows

ELECTRICAL:

- Provide (2) dedicated 120v, 20-amp quad outlets. Coordinate location of quads with rack location(s).
- Provide (2) convenience outlets, one on each wall
- Provide 1 #6AWG ground wire from the main electrical panel with 3' of slack coiled up a top of back board.

AREA:

Space requirements are 8'-0" x 10'-0" sqft. Minimum.

Lessor to provide power for the sound masking control module in the telecom room.

State approved business class or commercial fiber optic connectivity must be available on the property. If deviating from any of these requirements, please consult the STS State Cabling Department. Only the State of Tennessee has access to the telecom room. Telecom should be centrally located in secure staff zone and needs to be temperature controlled, cooling only (see note on HVAC). Room should be within 200 feet of systems furniture or IT termination point(s).

TYPICAL WORKSTATION ARRANGEMENTS



Hoteling/ Benching

Footprint 12.5 sqft. per station



Lockers

Footprint 5 sqft.

ROOM OVERALL: The open office area needs to accommodate ceiling junction boxes. There may be instances where base feeds are required instead of ceiling junction boxes; coordinate with the State of Tennessee.

FLOORING TYPE: Carpet

WINDOW: Exterior window treatment

ELECTRIC: See **Detail H**



Workstation/ Office layout

Footprint 49-51 sqft.



File cabinets

Footprint 3.75 - 5 sqft.



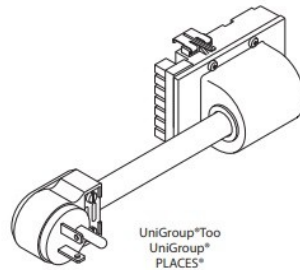
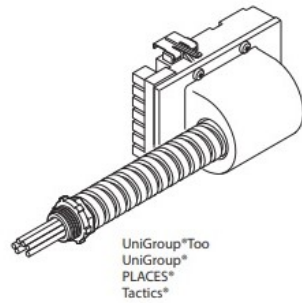
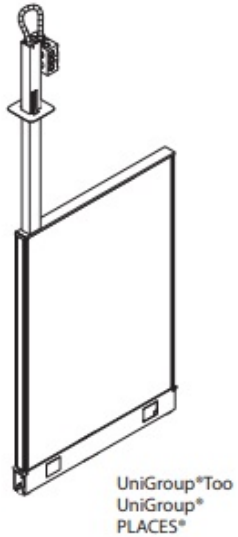
Workstation

Footprint 49-51 sqft.



FURNITURE ELECTRICAL REQUIREMENTS

DETAIL H POWER SUPPLY METHODS



3-Circuit

- As many as three separate 20-Amp rated circuits from 1 power feed module.
- 8-Wire system enclosed in one power distribution assembly:
 - 3 hot wires
 - 3 neutral wires
 - 1 common ground wire
 - 1 isolated ground wire
- Separate neutrals, one dedicated to each circuit, can carry computer-quality power.

OVERALL:

3-Circuit/Separate Neutrals

This option provides three circuits, each with its own neutral.

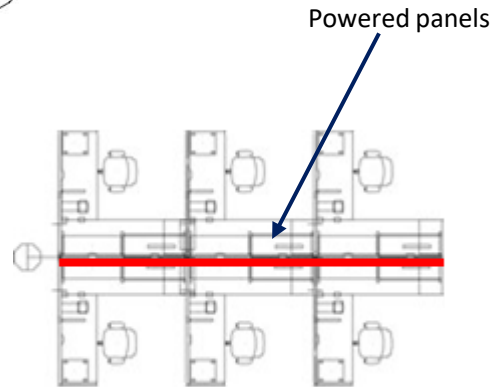
- Aligns with the 3-phase national power grid and most North American buildings.

• Is compatible with the following building power configurations:

- 3 phase (208Y/120V)
- Three wire single phase (120/240V)
- Single phase (120V)

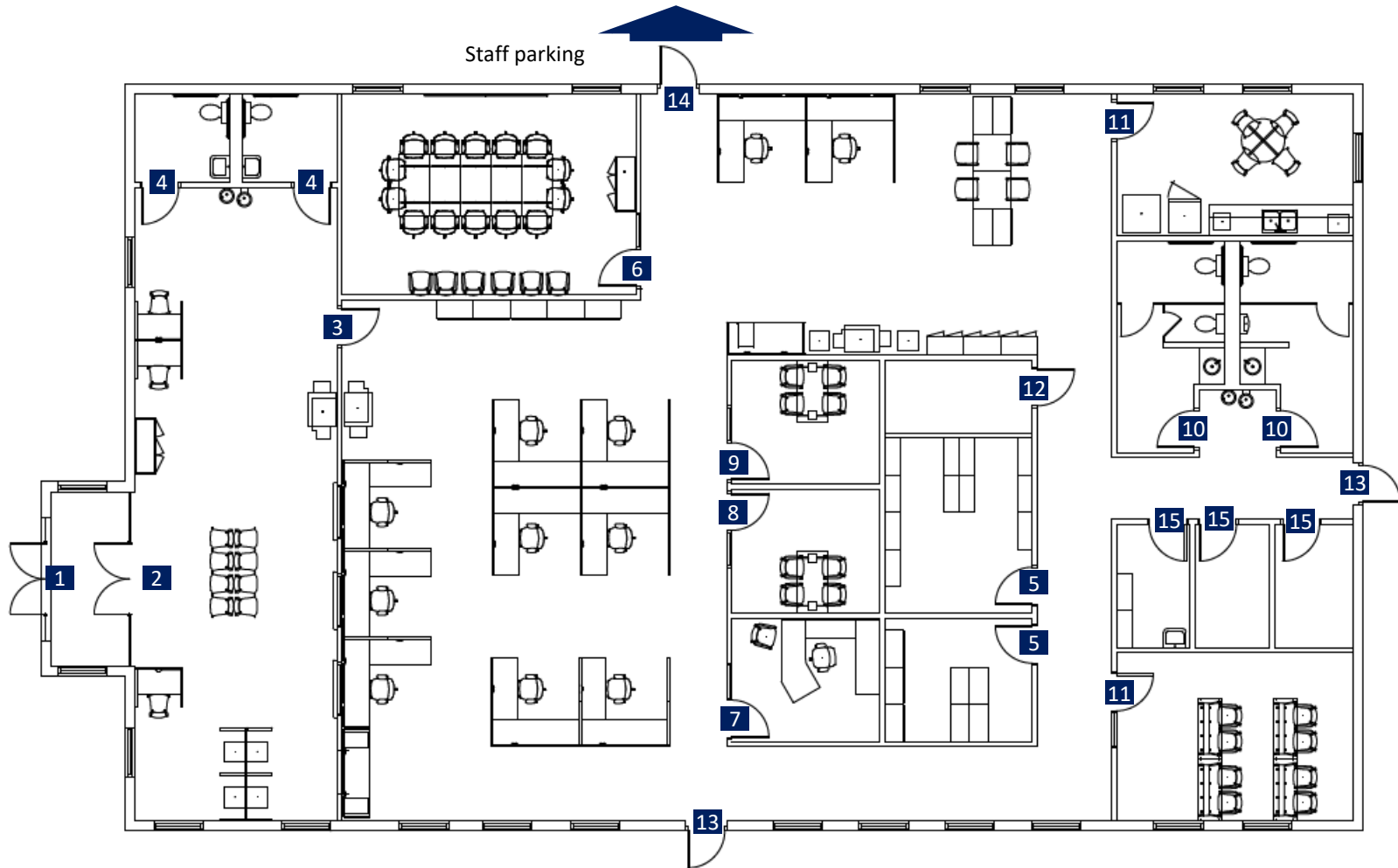
Needed: Junction box 1 to power 2 workstations

Junction box 2 to power 4 workstations



Building needs to be equipped with ceiling junction boxes for all systems furniture unless base feeds are specifically noted. All electrical outlets and rough-ins for data need to be provided by building owner. Note: If ceiling is a hard surface, then base feeds must be supplied for power. Power poles can be adjusted on site anywhere on power panels.

DOOR SCHEDULE: FLOOR PLAN



Door number correlates to the door schedule. Refer to the lease specifications as well as these guidelines. Please contact the Interior design project manager if you have any questions.

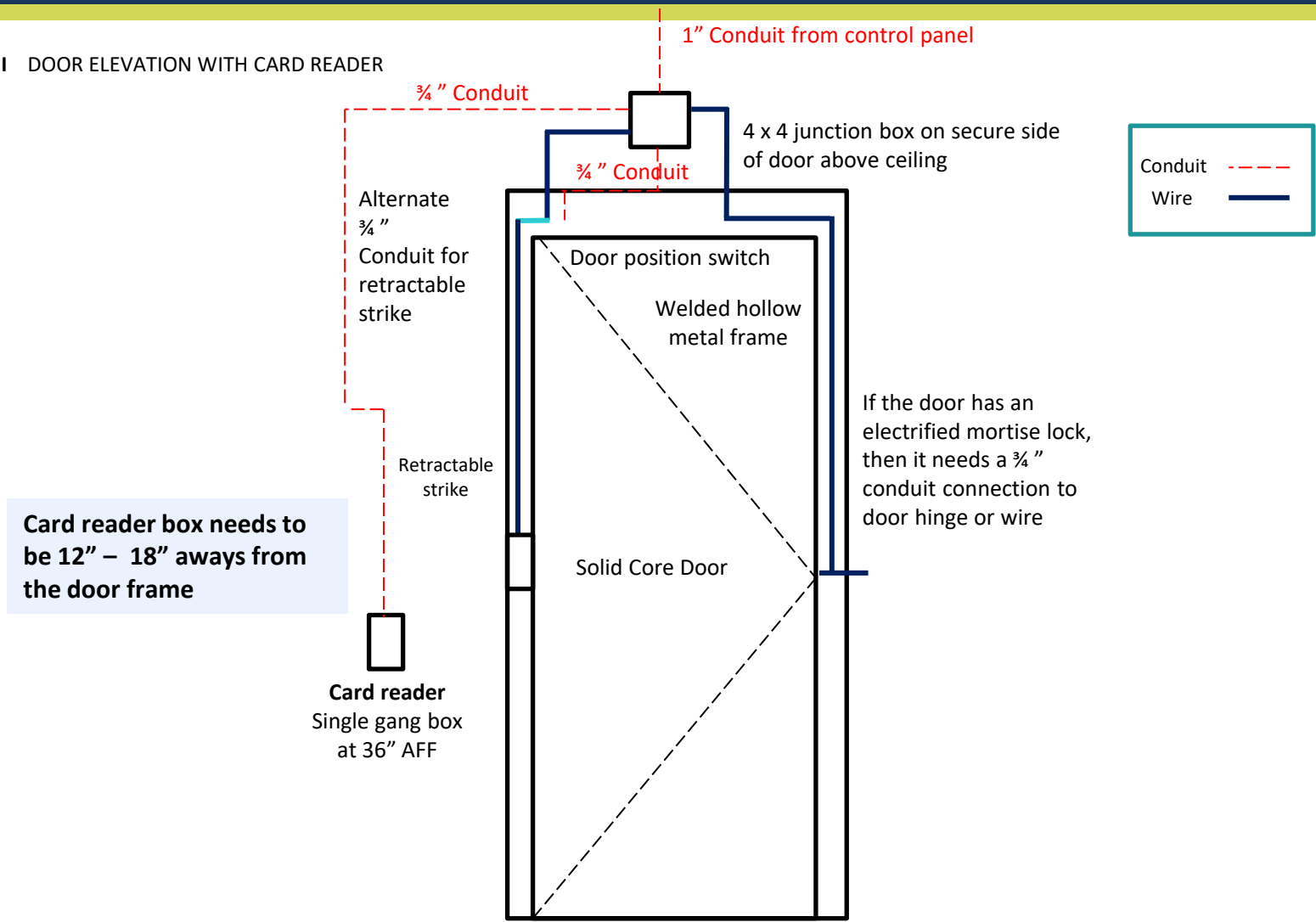
DOOR SCHEDULE

#	LOCATION	FRAME TYPE	DOOR TYPE	SIDE LITE	LOCKSET	HARDWARE FUNCTION	ACCESS CONTROL
1	Building Entrance	Welded hollow metal	Store Front /Glass	None	ENTRANCE LOCKSET	Panic bar, door closer.	Lockable from exterior, Master key
2	Waiting room entrance	Welded hollow metal	Store Front /Glass	None	PASSAGE SET	Door closer, Not lockable	
3	Entrance to Zone 2	Welded hollow metal	Solid	Narrow window, one-way tinted film allow view from zone 2 into zone 1	STOREROOM LOCKSET	Electronic strike, door closer. Key direct to Grand master. Door buzzer to release	Cardreader
4	Single Restrooms	Welded hollow metal	Solid	None	PRIVACY LOCKSET	Thumb lock, Unlock with tool or key	keyed to master
5	Supply, file and storage rooms	Welded hollow metal	Solid	None	STOREROOM LOCKSET	Lockable	Separate key
6	conference room	Welded hollow metal	Solid	Side lite or window	PRIVACY LOCKSET.	Lockable	Key direct to master
7	Office	Welded hollow metal	Solid	side lite or window with striped film	PRIVACY LOCKSET	Thumb lock	Separate key
8	Enclave/ Training room	Welded hollow metal	Solid	side lite or window with striped film	PRIVACY LOCKSET	Thumb lock	Key direct to master
9	Enclave (Mother's room)	Welded hollow metal	Solid	Full frost side lite	PRIVACY LOCKSET	Thumb lock	Key direct to master
10	Multi- stall restroom	Welded hollow metal	Solid	None	PASSAGE LOCKSET	Not lockable, Door closer	
11	Breakroom	Welded hollow metal	Solid	None	PASSAGE LOCKSET	Not lockable	
12	Telecommunication room	Welded hollow metal	Solid	None	PASSAGE LOCKSET	Not lockable	Card reader
13	Exit Only	Welded hollow metal	Metal	None	ENTRANCE LOCKSET	Panic bar, door closer. Lockable from outside door closer	
14	Staff entrance to parking	Welded hollow metal	Metal	None	ENTRANCE LOCKSET	Panic bar, door closer.	Card reader
15	Janitor closet, electrical, mechanical room	Welded hollow metal	Solid	None	STOREROOM LOCKSET	Door closer, key to fit master	
<p>Note: Refer to state standards for required infrastructure and hardware regarding doors with card readers When keypads are required, communication shall be between landlord and agency</p>							

Location of doors reflected on the DOOR SCHEDULE FLOOR PLAN

DOOR ELEVATION WITH CARD READER

DETAIL I DOOR ELEVATION WITH CARD READER



FLOORING SPECIFICATION

Carpet Tile Specifications:

Carpet tile must meet the following minimum qualifications:

Modification Ratio: 2.1 or less

Pile Characteristic: Level-loop, Cut-and-loop pile, Shear-and-loop pile

Density: Minimum rating of 5000

Stitches: Minimum of 9 stitches per inch

Gage: 1/12 inch minimum

Surface Pile: 15 oz per square yard or Greater

TARR Rating: 3.0 Min. (Heavy to Severe Required) Primary Backing: Non-woven synthetic

Secondary Backing: Density (ASTM D-1667): 65 min. lbs./cu ft. +/- 5% Face yarn fully fused to secondary backing system that will not delaminate. No delamination per ASTM D3936

Dye System: 100% Solution Dyed

Size: Minimum 24" x 24" or 9" x 36"

Applied Soil Resistance Treatment: Duratech, Protech, or equal

Antimicrobial Treatment: Manufacturers standard material according to AATCC174

Luxury Vinyl Tile/Plank Specifications:

*Lessor may use LVT/LVP for any or all areas where VCT is specified and must meet the following minimum qualifications:

Products: All manufactures to provide LVT/LVP as specified and must meet the minimum requirements. Meet ASTM F 1700 13a and/or ISO 10582

Commercial Grade Luxury Vinyl Tile (LVT/LVP): Rated for at least a medium to heavy traffic with a minimum of 10 year warranty. Wear Layer/Top-Coat: 20 mil

Overall Thickness of Tile: 2.0 mm minimum

Seaming Method: Standard

Pattern: Pattern to be determined by Interior Design Project Manager. (Ashlar, Monolithic, Herringbone etc.) Lessor should plan on up to 3 colors for each area LVT/LVP/VCT are installed with a pattern integration. Use of additional colors will depend on the materials specified

Width/Size of Tiles: LVP (Luxury Vinyl Planks) minimum of 6-inch width. LVT (Luxury Vinyl Tiles) at a minimum of 12 x 18

**Consult State's Project Designer for appropriate size based on application for desired space if requesting use of sizes greater than 12x18 tiles. Consultant will provide design pattern for installation areas with finish plan

Tile Edges: Squared

Installation Method: Per Manufacturer's Recommendations. Concrete subfloors may require a moisture barrier and will be required if product specifies. Flooring may be floated or glued down according to project needs. Adhesives must meet industry and recommended standards per manufacture's recommendations