

This packet contains a comprehensive set of spaces found in typical **DCS** 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 break room, then secure access into each agency's space must be maintained. Often this can be accomplished with a secure shared corridor.

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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.

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 to be 5/8” drywall and 3 5/8” metal studs with sound attenuation blankets inside the partition. Additional sound blankets to be provided above partitions on ceiling tile, 2’-0” on either side of all new or existing partitions not extending to the deck.
- Partitions around all new conference rooms, training rooms, break rooms, meeting rooms, and restrooms, shall extend to the deck Sound attenuation blankets shall be provided inside the partition; seal all penetrations within partitions including power/data boxes and at the connection of the partition to the deck.
- Connections from partition to mullion will require an acoustically sealed connection.
- Finish partitions completely to floor.

STATE OF TENNESSEE SPACE STANDARDS DEPARTMENT OF GENERAL SERVICES	TYPICAL: Department of Children Services	WALL SPECIFICATIONS Information provided above is available in the lease in Exhibit D; Special buildout and other specifications	 1.0
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**ZONE 1
PUBLIC**

Security measures are required within the zone and between the public zone and intermediate. Public zone needs immediate access to customer parking lot, and should include restrooms, water fountains, and other public amenities.

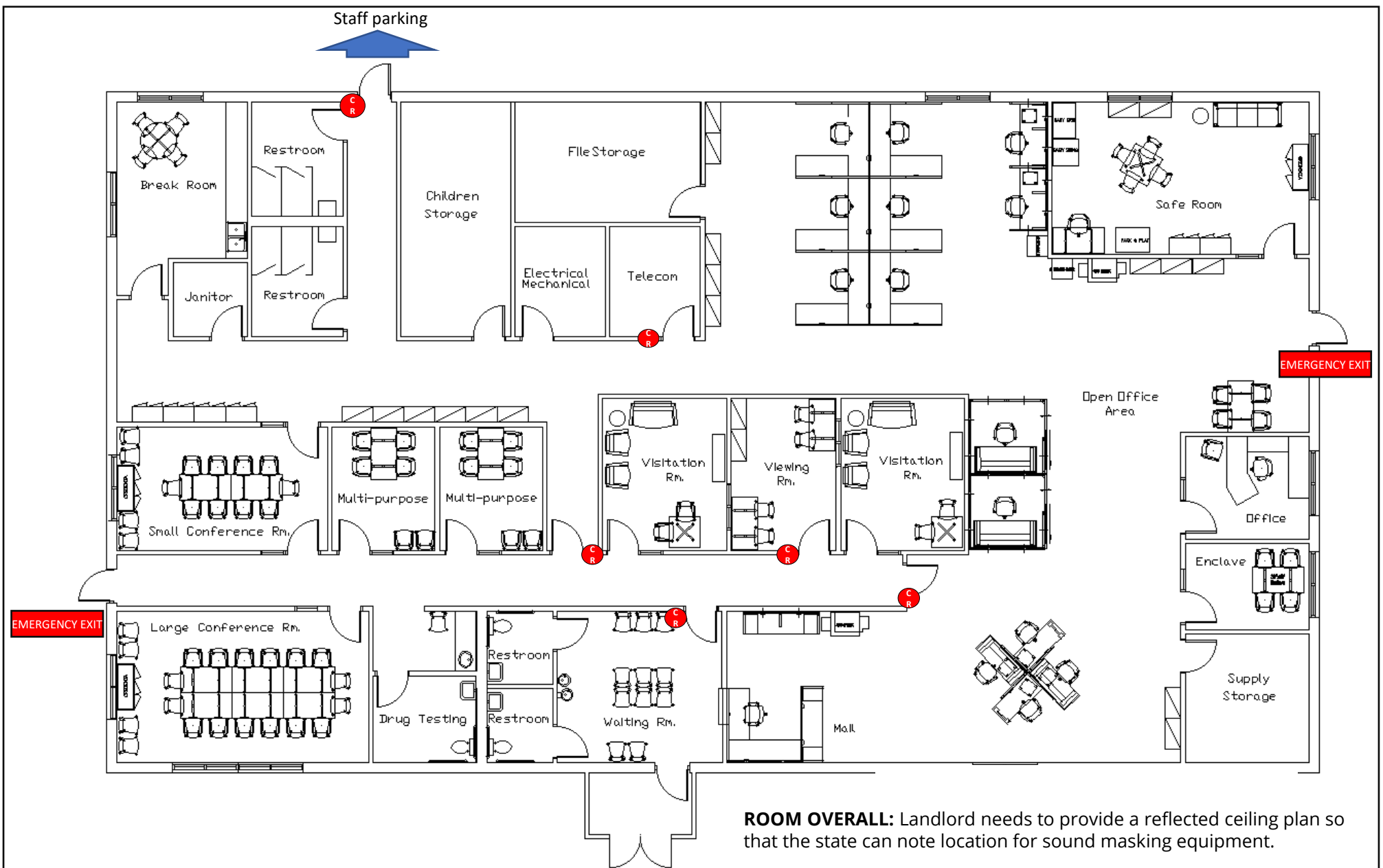
**ZONE 2
INTERMEDIATE**

This zone is accessible to both staff and customer and is considered the “meeting area”. Should consist of multi-purpose rooms, conference rooms, drug testing space, visitation, and viewing rooms. Staff members escort the public in and out of these areas.

**ZONE 3
STAFF**

The staff zone consists of spaces accessible by employees only, including workstations, offices, storage rooms, training rooms, secured parking, restrooms and other utilities with a separate employee-only entrance from staff parking area.





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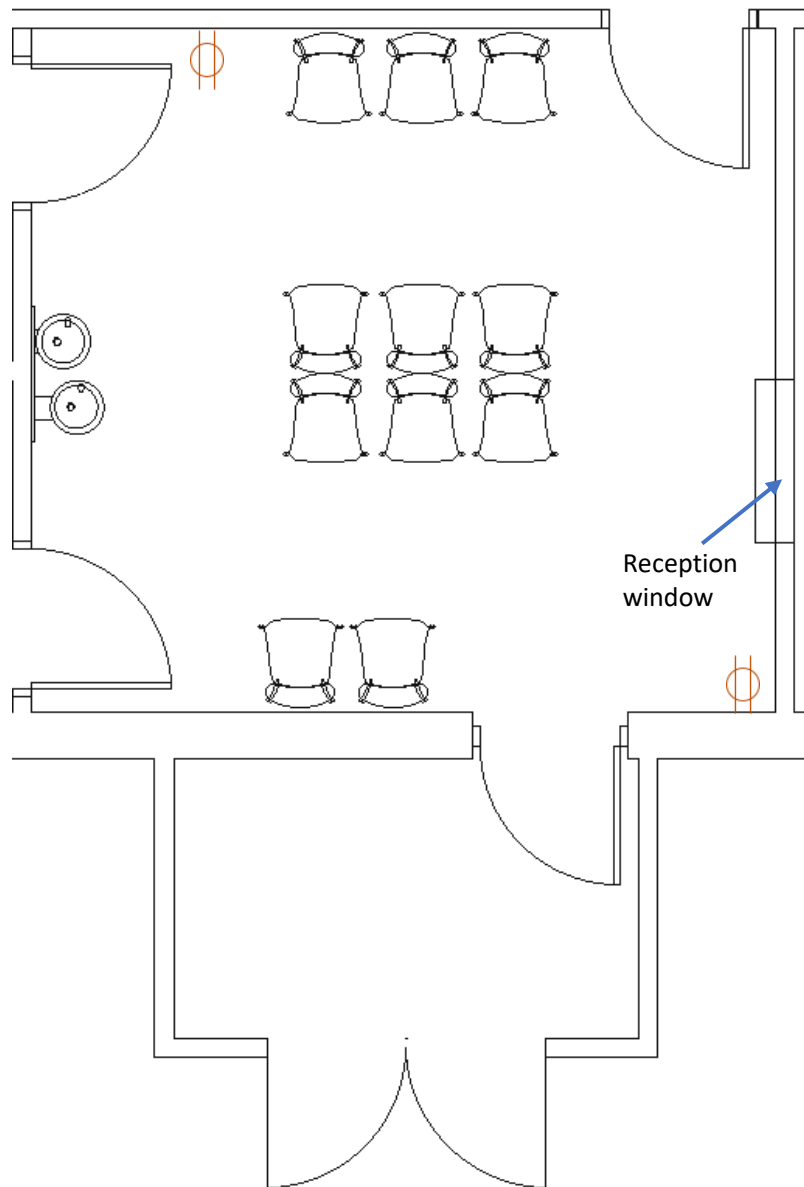
SOUND MASKING

White noise / sound masking will be included in the staff-only open office area for every field office. White noise to be provided and installed by State of Tennessee furniture vendor. Power for sound masking will be located in the telecom room.

ACCESS CONTROL



1.2



ROOM OVERALL: Access to natural daylight. Views to the exterior.

FLOORING TYPE: VCT/LVT

DOORS:

	TYPE	HARDWARE
1	Store front	ENTRANCE LOCKSET. Panic bar/paddle handle, door closer. Lockable from outside. Master key
2	Store front	PASSAGE SET Panic bar/paddle handle, door closer
3	Solid with Card reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grand master.

RECEPTION WINDOW: Height 80". Employee must have a clear view thru public space. Transaction window will connect the reception station (Zone 3) to the public waiting room (Zone 1). Receptionists should have a short path to the Waiting Room (Zone 1) to retrieve packages too large for reception window. See **Detail A , B, and C** (Pg.1.4). Counter height needs to be wheelchair accessible; see **Detail D.**(Pg.1.4)

ELECTRIC: 1 to 2 duplex outlets based on room size
AREA: Size is based on number of clients served; see approved block plan.



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TYPICAL:
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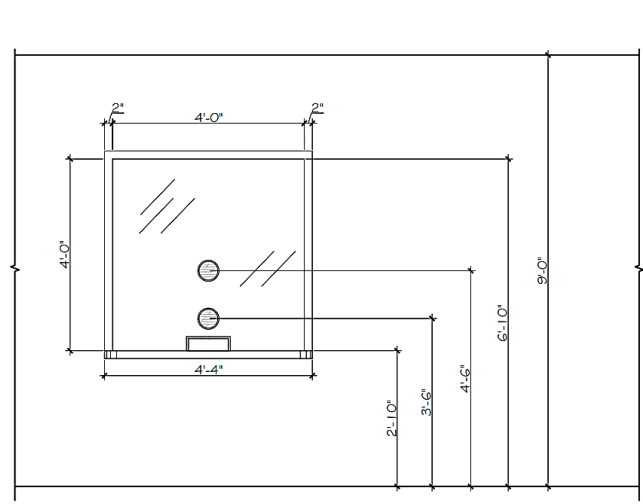
WAITING ROOM

The waiting room is the primary space in zone 1. Lighting and security are very important. Size of space is relative to the amount of community served. Must be at the entrance of the agency's space or office.

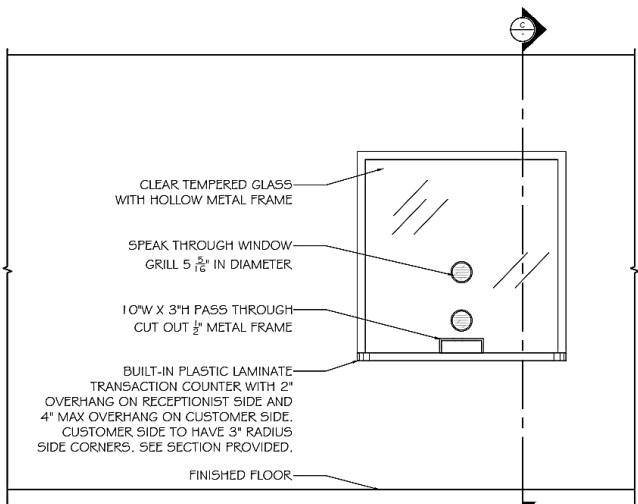


1.3

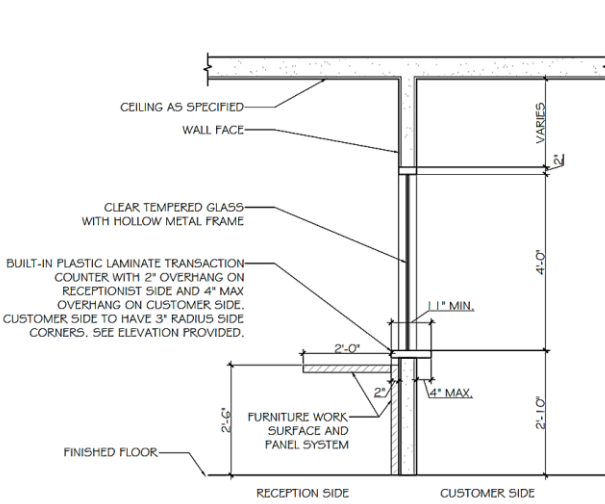
DETAIL A RECEPTION WINDOW DIMENSIONS



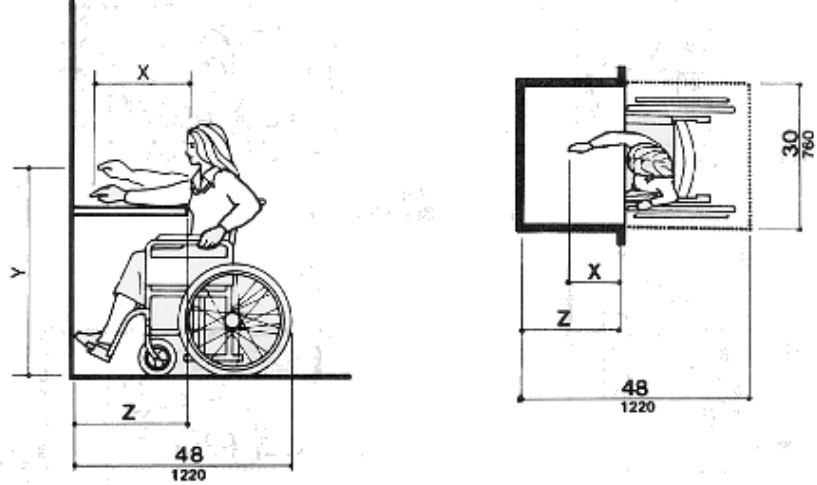
DETAIL B RECEPTION WINDOW ELEVATION



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.

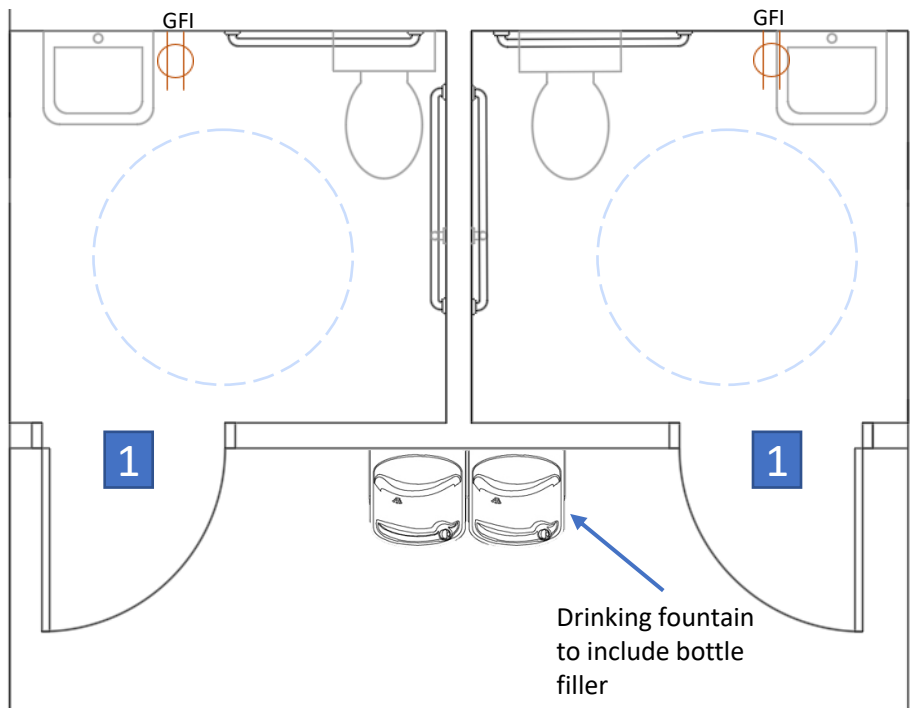
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WAITING ROOM
Based on wall thickness, the thickness of the overall length of the counter might be adjusted upon approval. Receptionist side needs to be 2 inches overhang.



ROOM OVERALL:

Waiting room access and wheelchair accessible. Sink, hand-dryer or paper towel dispenser, and soap dispenser at wheelchair height. Grab bars need to be located on side wall closest to toilet and back wall. Maneuvering radius of 2 ½ feet. **See Detail D** (Pg.1.4)

FLOORING TYPE: VCT/LVT

DOORS:

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

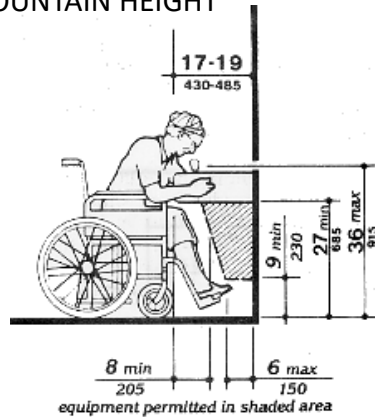
WINDOWS: N/A

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.

DETAIL E DRINKING FOUNTAIN HEIGHT



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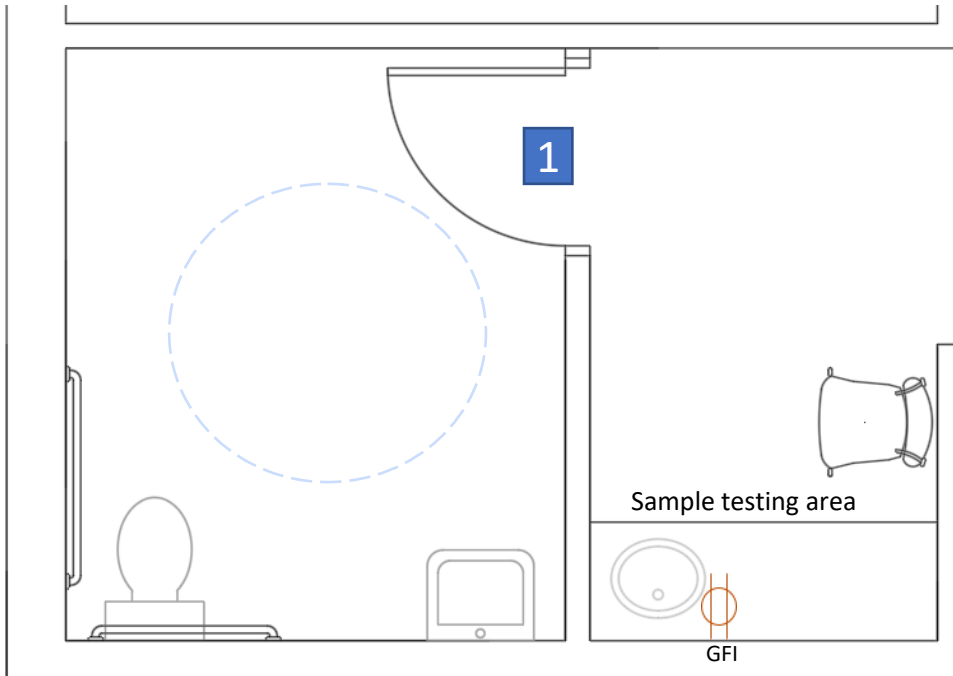
TYPICAL:
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PUBLIC RESTROOMS

Public restrooms need to be accessible from the waiting room and meet all ADA requirements.



1.5



ROOM OVERALL:

The counter surface to complete the drug testing consent forms will need to be located outside of the drug testing restroom. Sink, dryer, and soap dispenser at wheelchair height located near both sinks.

Maneuvering radius of 2 ½ feet. **See Detail C** (Pg.1.4)

COUNTERTOP: Stainless steel surface for sample testing. Casework with lockable undercabinet storage. Wall mounted sink in the restroom.

FLOORING TYPE: VCT/LVT

DOORS:

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

WINDOW : No exterior windows.

ELECTRIC: Per code requirements.

PLUMBING: Separate from public restroom and employee restroom plumbing for security measures.

AREA: At least 90 sqft.



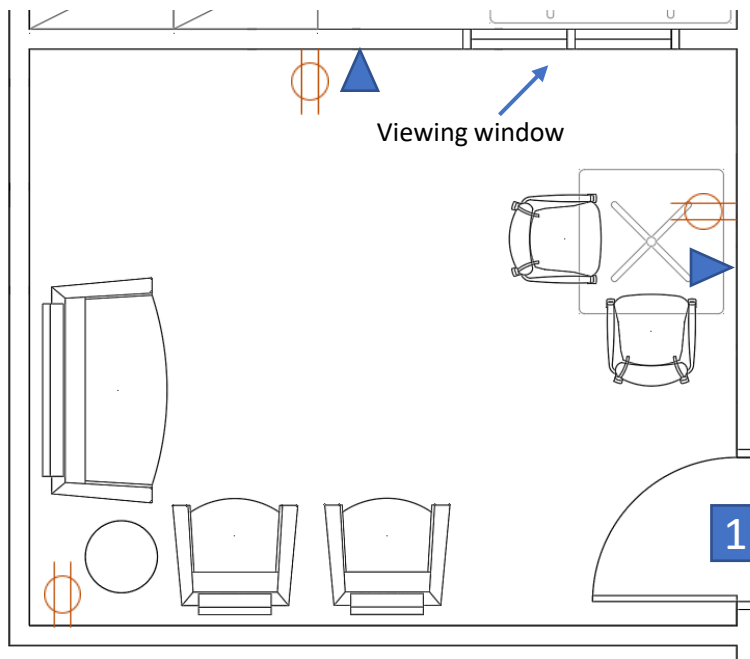
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DRUG TESTING ROOM

This area needs to be close to the waiting room and accessible from zone 2.





ROOM OVERALL:

Located in Zone 2. Plan for blocking in the wall for wall mounted television. Visitation room must share a wall with the viewing room.

FLOORING TYPE: VCT/LVT

DOORS:

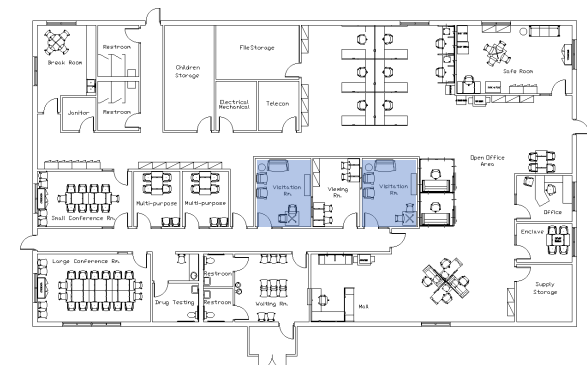
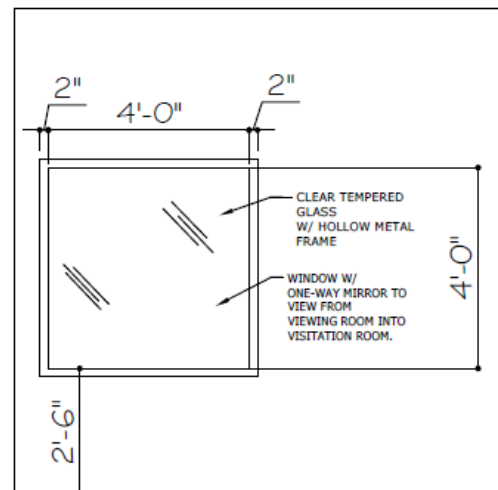
	TYPE	HARDWARE
1	Solid door with narrow lite	PASSAGE SET

WINDOW: A one-way window between the viewing room and visitation room, see **Detail F** (Pg.1.8). If there are two visitation rooms with one viewing room in the middle, windows need to be off-set from each other. This obstructs a direct view from one visitation room to the other. See **Detail G** (Pg.1.9)

ELECTRIC: 1 Duplex and 1 data dedicated to case manager when they are in this space, place near the square table and chairs. See enlarged floor plan for additional electrical and data outlets required in the space.

AREA: Average of 170 sqft.

DETAIL F VIEWING WINDOW



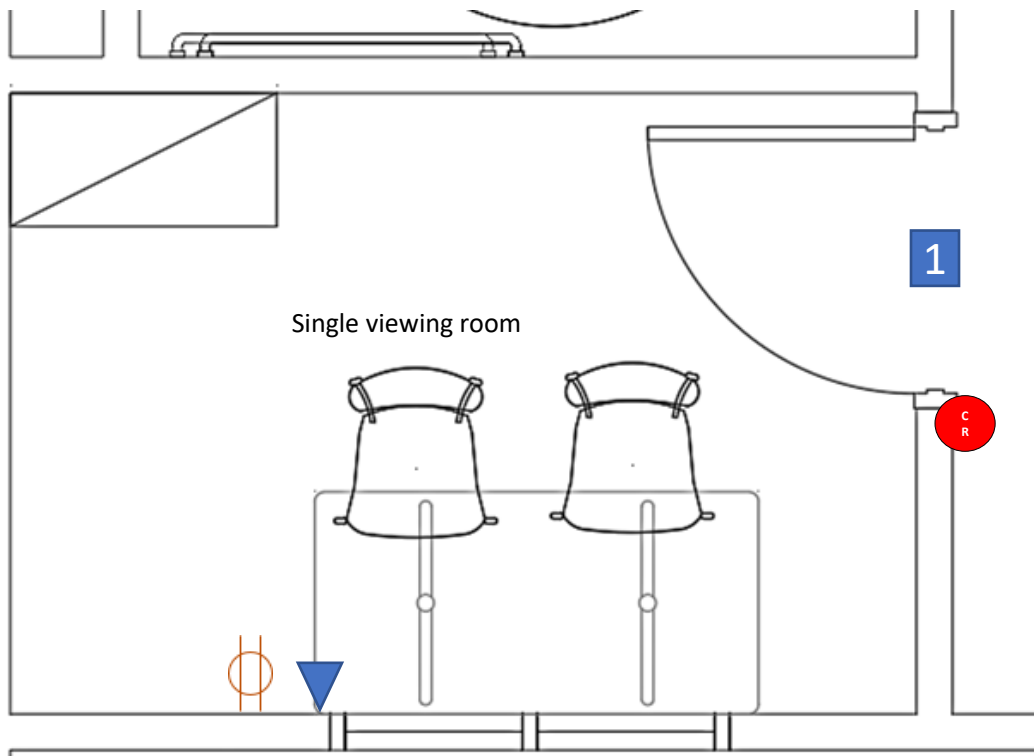
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VISITATION ROOMS

These rooms are located in Zone 2.





ROOM OVERALL:

Visitation room must share a wall with the viewing room.

FLOORING TYPE: VCT/LVT

DOORS:

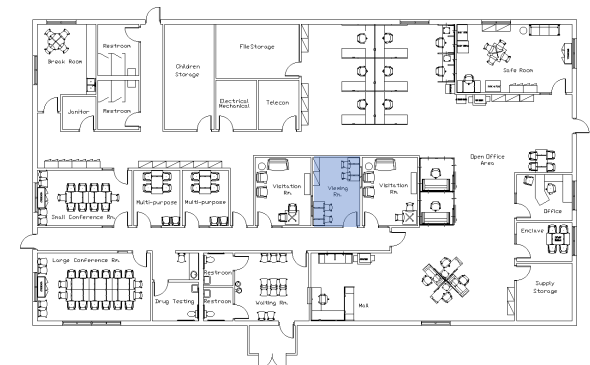
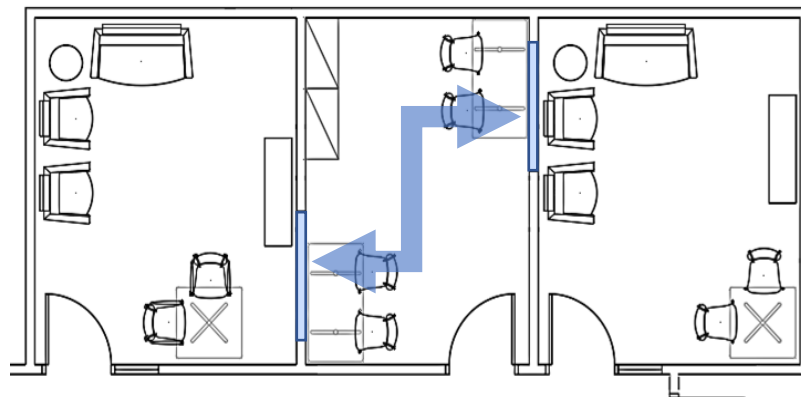
	TYPE	HARDWARE
1	Solid with Card reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grandmaster; Closer needed

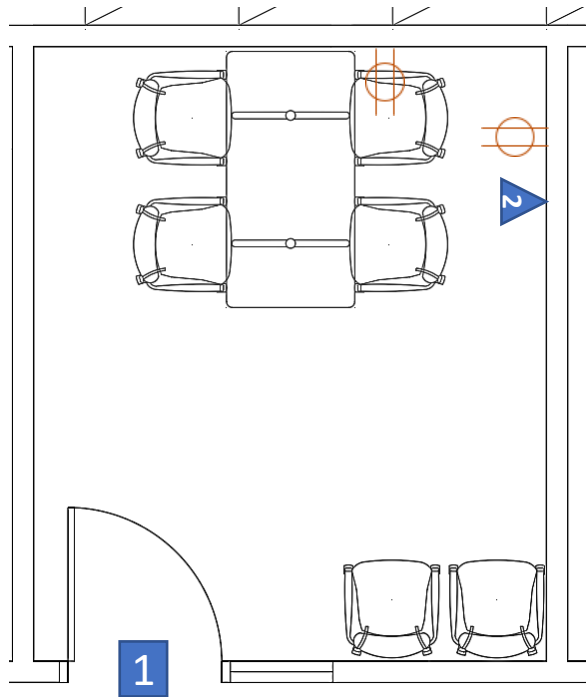
WINDOWS: two-way mirror between viewing room and visitation room; if viewing room serves more than one visitation room, then windows need to be off-set from one another. See **detail G** (Pg.1.9) . Clients in the visitation room should not be able to see thru, however the staff in the viewing room should see clearly into visitation.

ELECTRIC: 1 Data and 1 electric duplex located at each table and 2 chairs.

AREA: Single viewing - 100sqft
Double viewing - 150sqft.

DETAIL G OBSTRUCTED VIEW
Double viewing room





ROOM OVERALL: Multi-purpose room acts as small meeting room

FLOORING TYPE: VCT/LVT

DOOR :

	TYPE	HARDWARE
1	Solid door with side lite	PASSAGE LOCKSET

typical full frost banding applied to side light

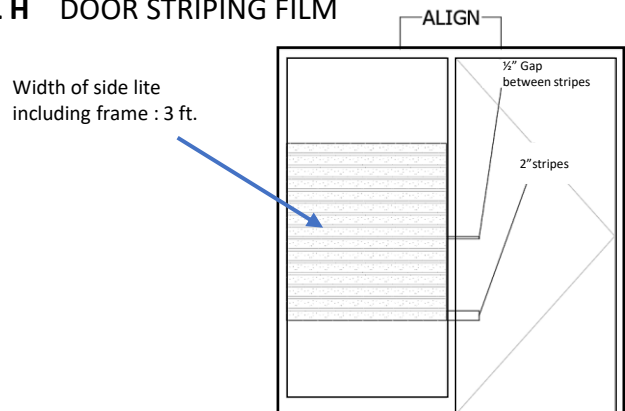
See Detail H (Pg.1.10)

WINDOWS : If there are windows to the exterior then blinds can be added (typical per lease)

ELECTRIC : A single data box with 2 drops is needed, and 2 duplex.

AREA: 120 sqft.

DETAIL H 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.



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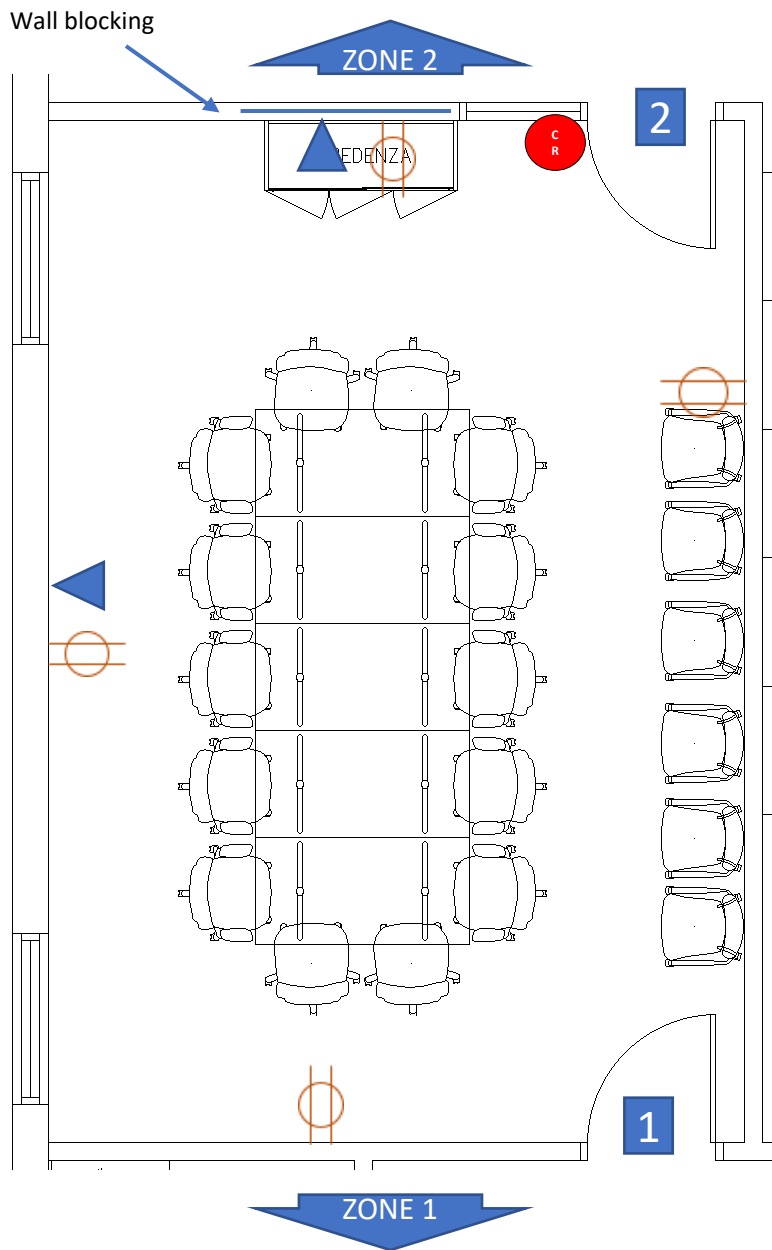
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MULT-PURPOSE ROOM

The function of this space is for meeting purposes. It needs to be in Zone 2 .



1.10



ROOM OVERALL: Located in Zone 2, this room also serves as a small training room; a/v infrastructure should be included in project. Wall blocking will be required to accommodate a wall mounted tv.

FLOORING TYPE: Carpet preferred

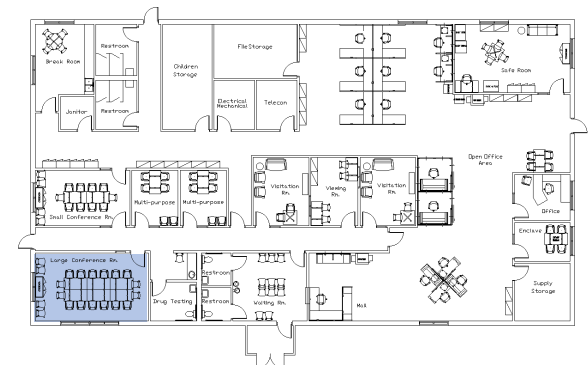
DOORS:

	TYPE	HARDWARE
1	Solid door	OFFICE LOCKSET Separate change key
2	Solid door with side lite or window with Card reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grandmaster; Closer needed

typical full frost banding applied to sidelight
See **Detail H** (Pg.1.10)

ELECTRIC: 4 duplex and 2 data required at a minimum, if room seats more than 20 people, then additional data and electrical outlets are required

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



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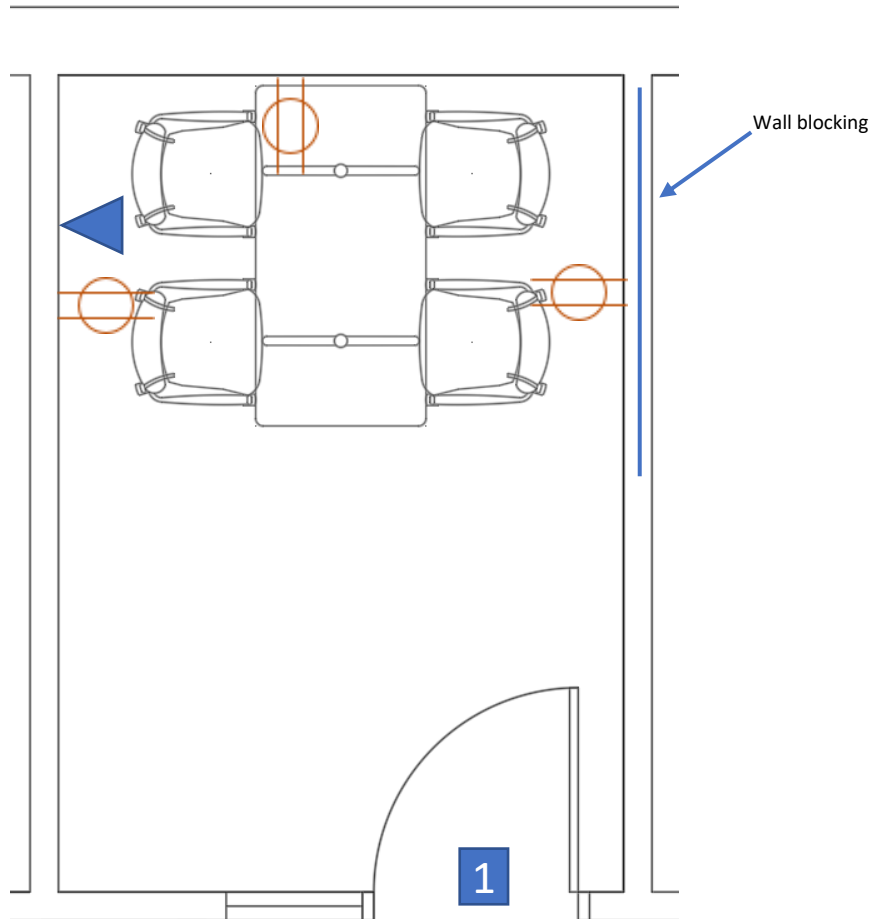
TYPICAL:
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CONFERENCE ROOMS

Based on size of agency, 1 to 2 conference rooms are required. When the conference room is open to zone 2 it will need a secondary door to zone 3 with a card reader.



1.11



ROOM OVERALL: Located in Zone 3, it serves as small meeting spaces or quiet workspace; quantity based on ratio of workstations to offices. Wall blocking needs to be provided.

FLOORING TYPE: Carpet

DOORS:

	TYPE	HARDWARE
1	Solid door with side lite	OFFICE LOCKSET Separate change key

typical full frost banding applied to sidelight
See **Detail H** (Pg.1.10), unless designated as the Mother's Room which requires full translucent film
ELECTRIC: Electrical on 3 walls and a minimum of 2 data.

AREA: 120 sqft.

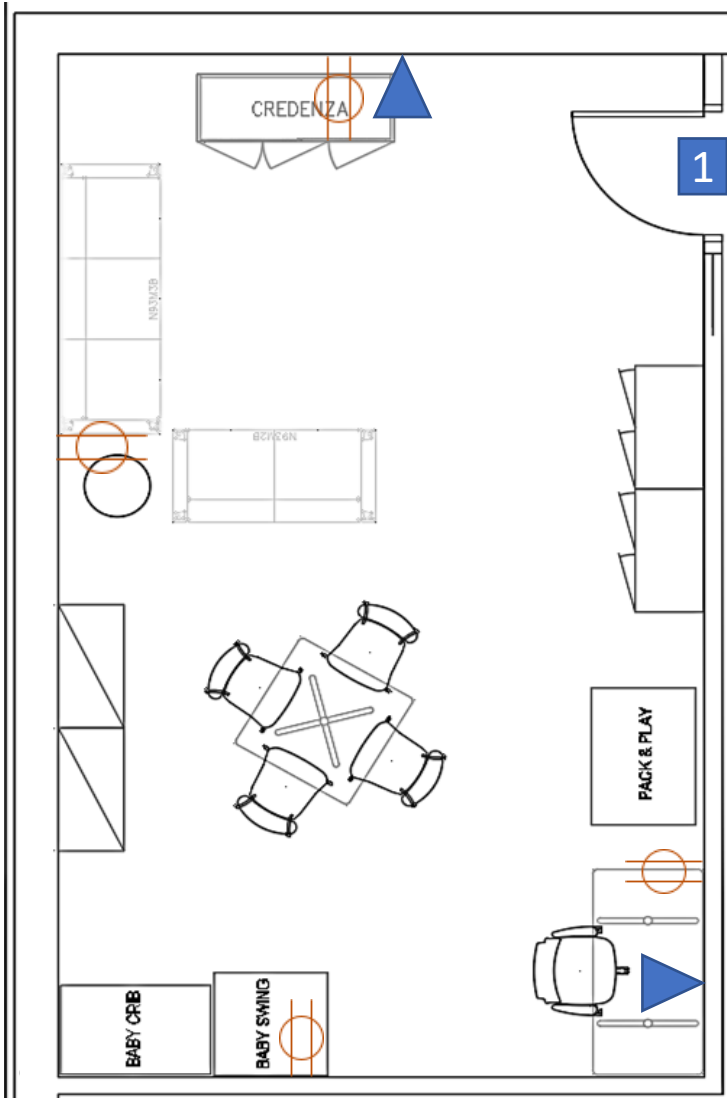


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ENCLAVES

These are collaborative areas. The state will identify one enclave to also serve as a mother's room which will require a full translucent film on the side light.



ROOM OVERALL: Located in Zone 3 it serves as a safe place for children while waiting on placement. Needs to be able to provide a comfortable setting.

FLOORING TYPE: VCT/LVT

DOORS:

	TYPE	HARDWARE
1	Solid door with side lite	CLASSROOM LOCKSET Separate change key

typical translucent banding applied to sidelight
See **Detail H** (Pg.1.10).

ELECTRIC: Electrical on each wall and 2 data.

AREA: 260-360 sqft.



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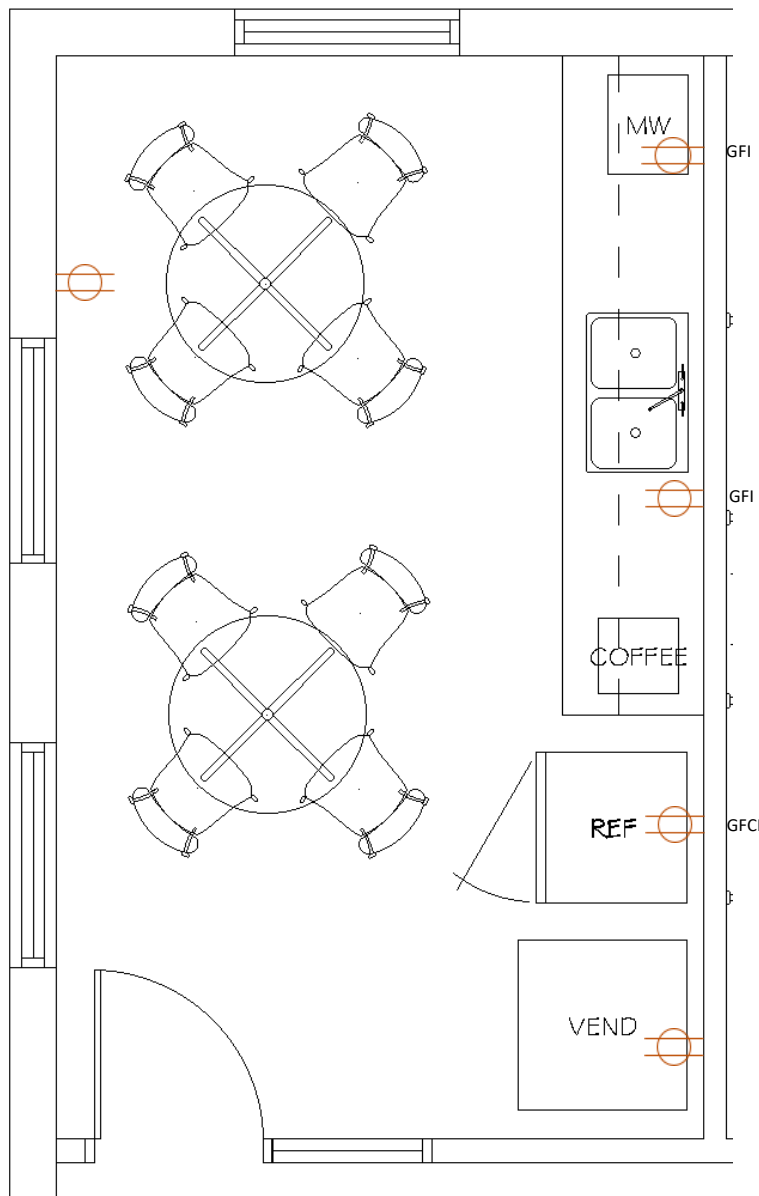
TYPICAL:
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SAFE ROOM

This room need to be large so that it can accommodate children's needs such as a pack and play, a crib, craft supplies, so on.



1.14



ROOM OVERALL: Located in Zone 3

This room should include plastic laminate counters, upper cabinets and base cabinets, and sink.

FLOORING TYPE: VCT/LVT

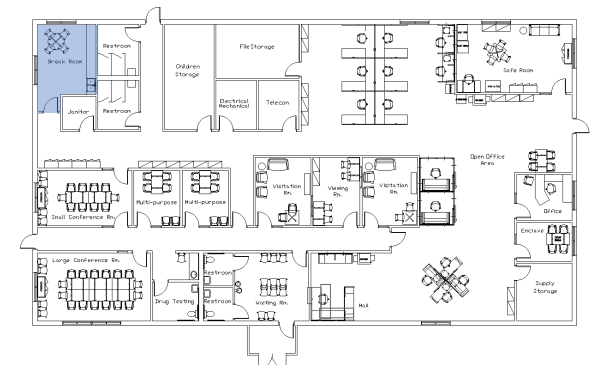
DOORS:

	TYPE	HARDWARE
1	Solid door with side lite or window	OFFICE LOCKSET Separate change key

typical full frost banding applied to sidelight
See **Detail H** (Pg.1.10).

ELECTRIC: 1 GFI by the sink and outlets to serve fridge, microwave, coffee maker and 2 vending machines. Also, an additional outlet for house keeping on open wall.

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



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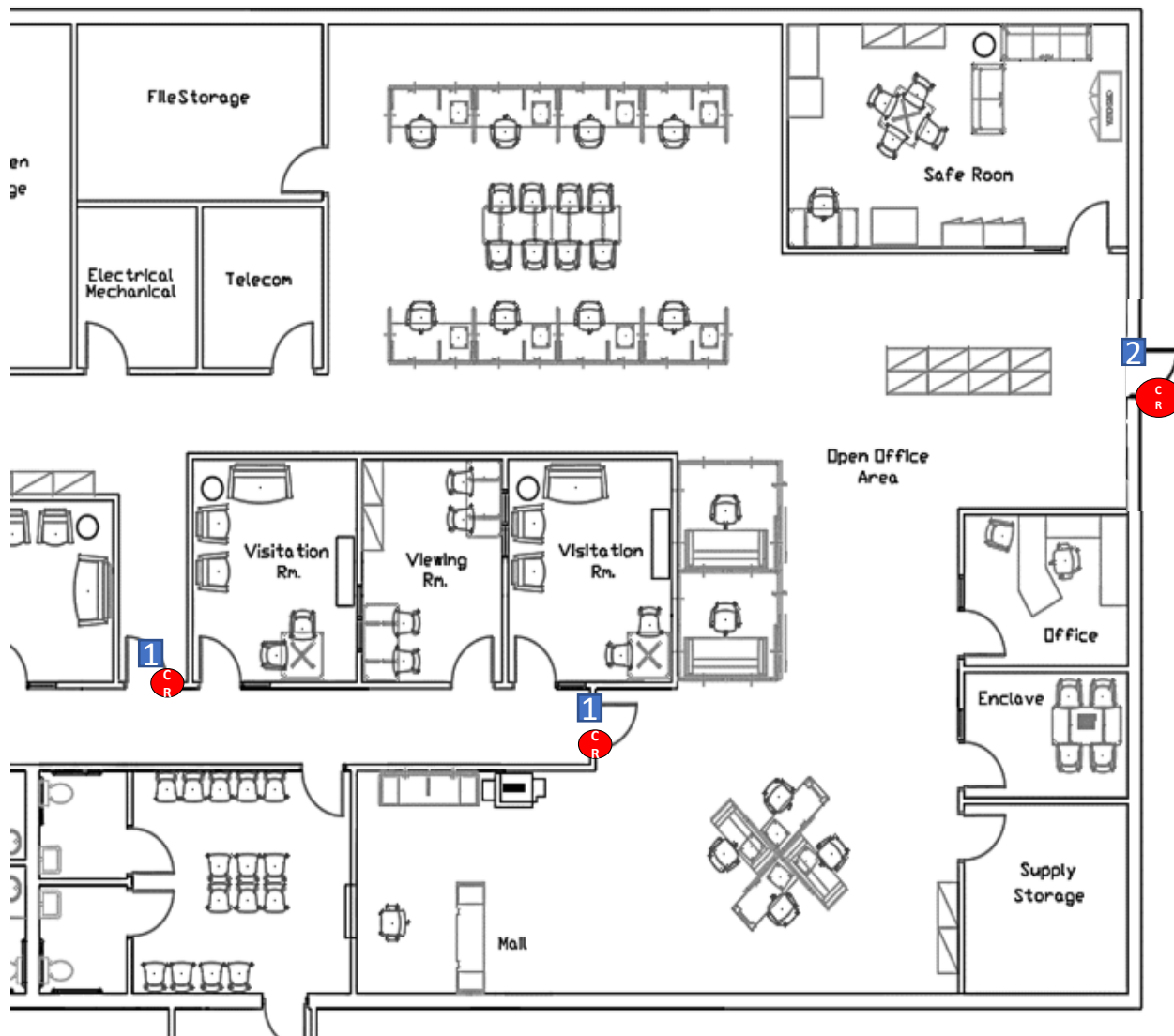
TYPICAL:
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BREAK ROOM

This space needs to have the capacity to situate furniture, counter space and plumbing for a sink as well as space for vending machines.



1.15



ROOM OVERALL: Open space with views to the outside for natural light with proximity to office equipment, and enough space for circulation. The open office area needs to be concealed from the public's view. Different workstation arrangements need to be accommodated.

FLOORING TYPE: Carpet

DOORS:

	TYPE	HARDWARE
1	Solid with Card reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grand master.
2	Solid Exit Door with card reader	ENTRANCE LOCKSET. Panic bar/paddle handle, door closer. Lockable from outside. Master key

ELECTRIC: Workstations will require power and data; however, convenience outlets should be included per code requirements. Printers, copiers, and multifunction devices in this area will require dedicated power and data as well based on furniture layout junction boxes will need to be installed. Power will be connected from the junction box to the systems furniture infeed. (Base or ceiling infeed) See **Detail J** (Pg. 1.18)

AREA: Based on size of the agency



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OPEN OFFICE AREA

Any access to this area needs to be secure and controlled, interior and exterior via Card Readers.



1.16



Hoteling/ Benching
Footprint 30 sqft. per station



File cabinets
Footprint 3.75 - 5 sqft.



Lockers
Footprint 5 sqft.



Workstation/ Office layout
Footprint 49-51 sqft.



Pin wheel
Footprint 100 sqft.



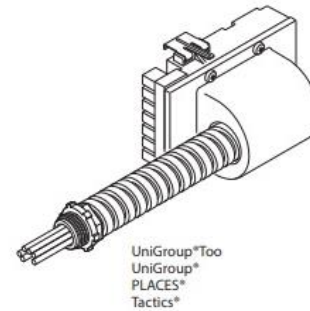
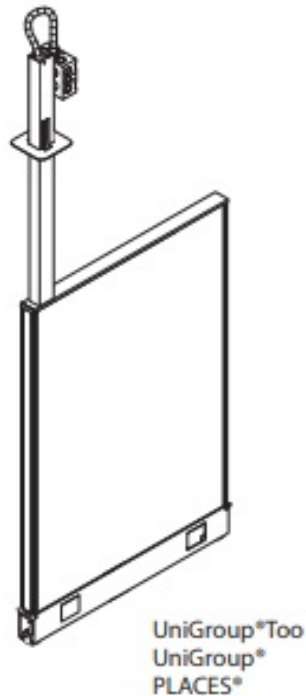
Cubical
Footprint 49 sqft.



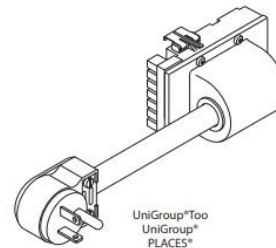
ROOM OVERALL: Design of space, its functionality, and circulation will rely on the quantity of furniture needed. Therefore, a good understanding of dimensions is beneficial; see furniture cells below for square footage information.. The open office area needs to accommodate ceiling junction boxes. There may be instances where base feeds are required instead of ceiling junction boxes; coordinate with the State of Tennessee. See **Detail J** (Pg. 1.18)

DETAIL J POWER SUPPLY METHODS

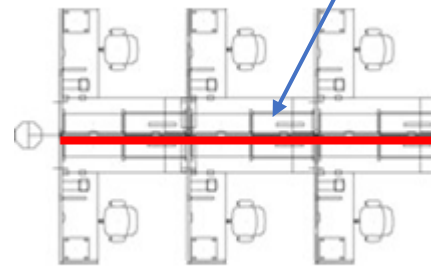
Vertical pole for routing power harness and communication cables from ceiling.



Flexible metal conduit construction for routing power to panels and tables.



Powered panels



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

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.



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, are capable of carrying computer-quality power.

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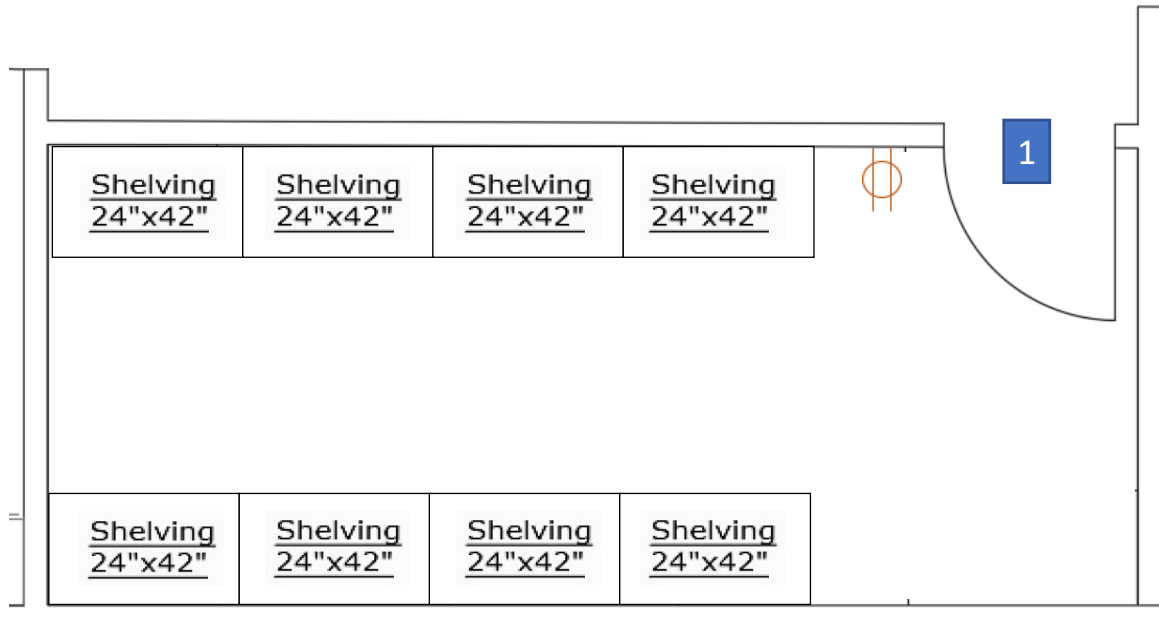
TYPICAL:
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SYSTEMS FURNITURE ELECTRICAL REQUIREMENTS

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.



1.18



ROOM OVERALL: All storage rooms will be equipped with shelving. In all three spaces, it is preferred not to have windows. Children storage room is used to store large items such as car seats, strollers, etc. Size of rooms will vary; see approved block plan. Shelves will be secured to walls in all the storage rooms.

FLOORING TYPE: VCT/LVT

DOORS:

	TYPE	HARDWARE
1	Solid door	STOREROOM LOCKSET No closer Separate change key

ELECTRIC: 1 duplex for convenience.

AREA:

Supply room : Varies

File room: 200 sqft. There are exceptions

Children storage room varies



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CHILDREN SUPPLIES, OFFICE SUPPLIES ROOM, AND FILE ROOM

These spaces are all located in Zone 3. Sizes of space can fluctuate based on the size of agency.



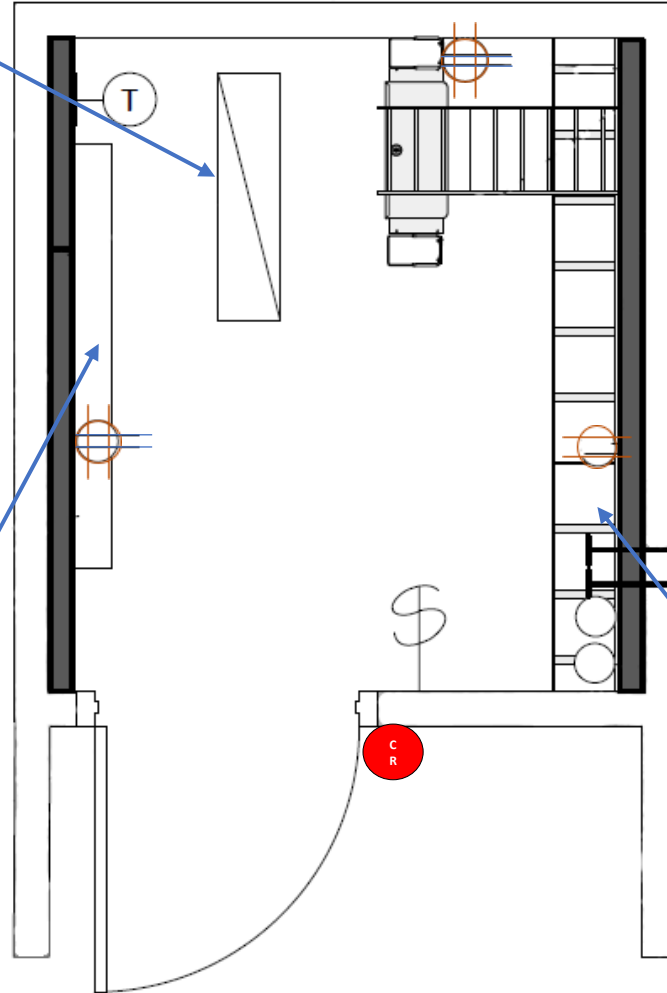
1.19

Must provide 2" conduits (x3) to extend to the property line, (The State Service Provider needs to be consulted as they have legal rights to determine where these conduits terminate). Coordinate with state service provider and STS cabling team.

Lighting should be at least 50-foot candles and be access ceiling. mounted 8'-6" AFF on both sides of the racks

Stand alone dedicated HVAC Unit Mounted on wall at 8'-6" AFF. with a thermostat inside by the door.

Provide junction boxes and 1" conduit for all voice/data locations as needed or according to build-out plans. Conduit to be stubbed up into the open access ceiling with pull string and bushing.



Sound masking control box

ROOM OVERALL: This space needs to be in Zone 3. It must be in a temperature-controlled environment. The Telecom room needs be in close proximity to open office systems furniture, with a maximum 200 feet away. If the agency expands over multiple floors, then these rooms need to be stacked directly above each other. No drop ceiling; walls need to extend to the deck and must not be open to a plenum ceiling. State will provide necessary plywood backboard.

FLOORING TYPE: VCT/LVT/SEALED CONCRETE

DOORS: Door must swing out.

	TYPE	HARDWARE
1	Solid door with card reader	STOREROOM LOCKSET Door closer, Open out Key direct to Grandmaster.

WINDOW : No windows

ELECTRIC: Provide 2 quad outlets on 2 20 amp dedicated circuits with isolated neutral. Coordinate location of quads with rack location and 2 convenience outlets, with one on each wall. One, #6AWG ground wire from the main panel with 3' of slack coiled up at the top of the back-board.

AREA for an office of:

Space requirements are minimum 8'-0" x 10' feet



**STATE OF TENNESSEE
SPACE STANDARDS
DEPARTMENT OF
GENERAL SERVICES**

TYPICAL:
Department
of Children
Services

TELECOM ROOM

State approved commercial fibers must be available on the property.
Only the State of Tennessee has access to the telecom room. State will provide all telephone and data cabling. Coordinated cable installation with state; please refer to approved floor plans for more information.