

Dept	Space	Description of Function	Size	Adj.	Equipment	Furnishings	Accoustics	Visual	Lighting	Environmental Qualities	Future Factors
11	Visitor Offices	This space is utilized for various Counselors & Instructors to share in a "hoteling" sense. This is a "come & go" type space. Located near work room w/ easy access to the Seminar room, & possibly near the Program Dir.	60 Sq. Ft.	1, 1a, 3, 3a, 3b, 3c, 8, 13	2 Personal Computers: <i>at each station</i>	2 Task chairs; <i>allow room for 2 people to work w/in this space at one time.</i> Office systems furniture Lockable storage (2); <i>at each station</i>			Overhead lighting Task lighting		Future employees
12	Small Conference Room	This space will be used for conferencing by both the staff, and visitors. Located adjacent to the Lobby, w/ easy access to offices	186 Sq. Ft.	1, 1a, 8, 9, 9a, 10, 11, 20	Phone	Seating for 4-6 people Tables for 4-6 people; <i>w/ ease of use for wheelchairs, include ample circulation.</i> <i>Credenza; for phone & mis. Storage</i>		Possible view to the garden	Overhead lighting Task lighting	Ample circulation	Future growth of center
13	Copier/Work Room/Storage	This space will be utilized for storage of paper products, etc, and will house a large copier, fax/printer, and provide ample work counter space. <i>Located near the offices and break room, but primarily near the Admin. Asst.</i>	109 Sq. Ft.	8, 9, 10, 11, 14	Large copier; 6' <i>clearance in front (consider servicing needs)</i> Fax/Printer	Work counter; <i>adjacent to copier</i> Ample storage for office supplies, brochures, & seminar handouts 25-30 LF of shelving, 14" deep. 3 36" wide file cabinets	Noisy area	Potential messy area	Ample overhead lighting		Larger machines
14	Staff Break Room	This space will be used by staff to gather informally, have lunch, and relax while on break. Located w/ access to a private patio & gardens; required	163 Sq. Ft.	13, 15, 20	Microwave Double sink Full-size refrigerator	Seating for 4 people Table for 4 people Counter space; <i>to hold equipment</i>	Noisy area	Potential messy area Control cooking aromas!	Overhead lighting Task lighting	Day-lit!	Future Staff members
15	Unisex Toilet <i>Staff only</i>	Restroom to be used by staff only.	33 Sq. Ft.	14	Toilet Sink Toilet paper holder Mirror dispenser Towel dispenser Meet ADA guidelines!		Sound privacy	Visual privacy	Overhead lighting	Clean	

Dept	Space	Description of Function	Size	Adj.	Equipment	Furnishings	Accoustics	Visual	Lighting	Environmental Qualities	Future Factors
16	Public Restrooms <i>Women</i>	Women's visitor restrooms	189 Sq. Ft.	1, 1a, 2, 2a, 2b, 2c, 3, 3a, 3b, 3c, 5, 6, 7, 7a, 8, 9, 9a, 16a	3 Toilet stalls toilet; 1 must be ADAAG compliant w/ toilet, grab bars, sink, waste receptacle & mirror Vanity counter; housing 2 sinks w/ mirrors Towel dispenser Soap dispenser Waste receptacle		Sound privacy	Visual privacy	Overhead lighting	Clean	
16a	Public Restrooms <i>Men</i>	Men's visitor restrooms	128 Sq. Ft.	1, 1a, 2, 2a, 2b, 2c, 3, 3a, 3b, 3c, 5, 7a, 8, 9, 9a, 16	2 urinals; + 1 toilet w/ grab bars, sink, waste receptacle, and mirror Vanity counter w/ 1 sink Mirror, Towel dispenser Soap dispenser Waste receptacle		Sound privacy	Visual privacy	Overhead lighting	Clean	
17	Electric Water Coolers	This space accomodates 2 water coolers, at appropriate heights for ADAAG requirements for staff & visitors. Located near the seminar room & public restrooms.	49 Sq. Ft.	3, 3a, 3b, 3c, 16, 16a	2 water coolers; ADAAG						Additional machines
18	Janitor Closet	This space will be utilized by the Janitor, and will function as as a storage space for their supplies.	12 Sq. Ft.	14	Mop sink	Storage; for cleaning supplies		Visual privacy	Overhead lighting		Additional Janitor

19	Electrical/ Telephone Closet	To house electrical panels, and switchboard; <i>located in a closet dedicated only to this purpose.</i> This space will accommodate only the above function.	8 Sq. Ft.	1	4' of clear wall space for panels & switchboard; <i>consider access</i>			Visual privacy	Overhead lighting	Ease of use	
Dept	Space	Description of Function	Size	Adj.	Equipment	Furnishings	Accoustics	Visual	Lighting	Environmental Qualities	Future Factors
20	Garden Area(s)	Located outside of the facility as a relaxation, and contemplative private place.		2, 2b, 5, 12, 14							
	Building Information				Toilets must be w/in 28' of plumbing stacks, or wet columns. Fire sprinklers are located in the ceiling at 12' on center Clear ceiling height is 10' throughout; metal trusses & HVAC ducts above.	Windowsills are 42" AFF; may create new exterior doorways for gardens & more windows can be added where appropriate, but consider symmetry & consistency of these from the exterior.					