Dept	Space	Description of Function	Size	Adj.	Equipment	Furnishings	Accoustics	Visual	Lighting	Environmental Qualities	Future Factors
1	Librarian Desk	The First impression! Warm, welcoming & inviting entrance upon arrival. To create a sense of place. To convey to visitors they are caring & supportive, and consider each visitor to be extremely valued. To encourage walk-in visitors. Librarian/ assist visitors w/ locating information (on computers in lobby or Lib. area). Receptionist/Cash transactions, answering phones, copy/fax, making appts., & counseling.	185 Sq. Ft.	2a, 16, 16a	Shared printer/copier/fax all-in-one Credit card machine &	desk for 2 (main focal point). Desk-Walk-up space at bar height, &	consider this might be unnerving for someone and they may be timid at	from outside; to		Warm & inviting Clean Display artwork that makes one feel good Daylight!	Potential future growth of clients &/or staff members.
1a		Ample space for visitors to comfortably wait, & feel protected Adequate seating for 4 + space for 2 wheelchairs. Coat & umbrella storage. Access to public restrooms. Comfortable "standing" space for up to 20 visitors to wait prior to their seminar or training session. Provide immediate access into the seminar room	159 Sq. Ft.	16a	Coat & umbrella storage for 20. (Consider storage that does not look messy, but allows for easy access to.)	Remember: space for 2 wheelchairs.	Sound privacy from front rec. desk to waiting area		Overhead lighting	Open, ample 'standing' space	Larger seminars and training session Frequency of seminars
2		A place to learn, discover, contemplate, and relax. A comfortable "coffee/book shop" ambiance. Potential direct access to a garden. Participants use this space.	-	1, 1a, 2a, 2b, 2c, 20			enhance a more	needed; to enhance a more	Reading lighting Ambiant lighting Potential overhead lighting	Garden view Serene, calming colors	Future growth of library; additional books, and participants use of the space

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2a	Internet Access	Participant's use for researching, learning and obtaining access to support groups via internet forums.	50 Sq. Ft.	2b, 2c	2 personal computers w/ internet access. Shared inkjet printer.	Small cabinet for paper storage. (locate in quiet area of space.)	Sound privacy	Visual privacy of computer screens	Task lighting Overhead lighting Ambiant lighting	Quiet Area Ease of use Semi-private	Larger monitor screens, and PC's
2b	Coffee Bar	A space to obtain beverages while within the center. A space to relax & converse.	199 Sq. Ft.	2a, 2c, 20	Bar sink Counter space for self- service. Cups, coffee & tea machines. Recycling center or bins.	4 people each. Seating for up to 6 people, and up to 12	Sound privacy; potential issue while serving oneself a beverage,or conversing	Visual privacy not an issue, but consider smells from this space permeating the lobby area, etc	Overhead lighting	Ease of use Ample space to move around one another Smells Consider if this is a messy area	Large visitor base; this space might potential fill up quicker
2c	Book Area	A space to display books for sale, relax, read, and converse Access to gardens; required	225 Sq. Ft.	1, 1a, 2 , 2a, 2b	100 LF of open shelving.	beverages, books, lamps for reading, and	Locate w/ accoustical privacy; consider coffee bar conversation		Include 3 different lighting sources for ambiance flexibility Integrate lighting into a ceiling design for this lobby area	library/coffee area Consider a view into the gardens	Sale of additional books
3	Seminar Room	An extremely flexible multi- purpose room; yoga, exercise classes, meetings, lectures, group training, workshops, and seminars. A large space that will use moveable, or folding partitions to divide into 2 equal spaces when needed. Provide an exit from both side when separated	1500 Sq. Ft.	3a, 3b, 3c, 4 , 16, 16a, 17	AV screen; 6' wide min. White board; 6' wide (w/in one side of the room). Podium; w/ room for a laptop Overhead projector Show stack chairs, table selections, podium & all finishes	each table; moveable and	Consider accoustics for this area during a seminar	View of the garden	Overhead lighting; a must! Task lighting; at podium		Additional visitors attending seminars and trainings

Dept	Space	Description of Function	Size	Adj.	Equipment	Furnishings	Accoustics	Visual	Lighting	Environmental Qualities	Future Factors
3a	Seminar Room Lecture style set-up	See seminar room above	750 Sq. Ft.	1, 1a, 3 , 3 b, 3c, 4 , 16, 16a, 17			Consider accoustics for this area during a seminar		Overhead lighting; a must! Task lighting; at podium		Additional visitors attending seminars and trainings
3b	Seminar Room Workshop style set-up	See seminar room above	750 Sq. Ft.	1, 1a, 3, 3a, 3c, 4 , 16, 16a, 17		each side when	Consider accoustics for this area during a seminar	View of the garden	Overhead lighting; a must!		Additional visitors attending seminars and trainings
3с	Seminar Room Class room style set- up	See seminar room above	-	1, 1a, 3, 3a, 3b, 4 , 16, 16a, 17		See workshop style above.				Possible view to the garden	Additional visitors attending seminars and trainings
4	Seminar Room	A space to store chairs, and tables from the seminar room when not in use.	136 Sq. Ft.	1, 1a, 3, 3 a, 3b, 3c		Stack Chairs & tables will be kept within in this space.		Potential messy space	Overhead lighting	Conside access Ease of use	Additional visitors; thus additional seating & tables
5		A soothing, and comfortable environment space for participants counseling sessions.	212 Sq. Ft.	1, 1a, 9 , 16, 16a, 17, 20		space for 2 wheelchairs to occupy room at the	Sound privacy is a major issue Private conversations	View of garden is required! Visual privacy is an issue here; locate near the lobby, but maintain sound & visual privacy		Very private	Growth of future counselors
6	Arts, crafts & Games room	A space for participants to relax, create, discover, and converse. A place to work on arts, and crafts. Located near lobby access	237 Sq. Ft.	1, 1a, 16, 16a, 17	ADA Clean-up sink			Consider bright daylight; need shade	Overhead lighting Task lighting	Locate near lobby access	Future classes offered

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7	Exam Room	Flu shots, blood pressure, breast exams, weigh-ins etc. are done within this space. Located w/ easy access from lobby w/ an entry that is more private	96 Sq. Ft.	7a, 16, 16a	Hand wash sink & cabinet. Storage for supplies Waste receptacles	Exam table Guest chair Doctor's stool Clothes hang-up area	Sound privacy an issue	Visual privacy a major issue	Overhead lighting	Sterile	Future doctor on premise
7a	Exam Room Waiting Area	An area for waiting to enter the exam room	31 Sq. Ft.	1, 1a, 7, 16, 16a, 17		Seating for 2		Daylight here would be nice	Overhead	Inviting & warm	
8	Program Director		120 Sq. Ft.	1, 1a, 9 , 9a, 16, 16a		Executive U-desk; for computer, paperwork & phone. Personal storage 24 LF of filing 6LF of book storage 2 Guest Chairs; <i>to pull</i> <i>up to desk for</i> <i>conferencing</i>		Visual privacy	Overhead lighting Task lighting	Ease of use	
9	Counseling Director	To provide immediate couseling upon arrival Tp provide access to the counseling room w/out going through public areas	138 Sq. Ft.	9a, 16, 16a		Executive U-desk; for computer, paperwork & phone. Personal storage 24 LF of filing 6LF of book storage Lounge furniture to seat 3-4 people		Visual privacy an issue		Clean, warm, comforting space	Additional counselors
9a	Counseling Director Sub-waiting area	A waiting area prior to seeing the counseling director	33 Sq. Ft.	1, 1a, 5, 9 , 16, 16a		Seating for 2	Sound privacy is an issue	Semi-private		Clean, warm, comforting space	
10	Administrative Asst.	This position assists both the Program Director, and the Counseling Director; mostly helps the Program Director w/ scheduling fo seminars & workshops. Greets visitors. Located near both directors	49 Sq. Ft.			Desk; ample space for paperwork, & walk-up transaction counter 6 LF of overhead storage bins			Overhead lighting Task lighting	Ease of use Ample circulation	Future employees

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.			,2 Personal Computers: at each station	2 Task chairs; allow room for 2 people to work w/in this space at one time. Office systems furniture Lockable storage (2); at each station			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; w/ ease of use for wheelchairs, include ample circulation. Credenza; for phone & mis. Storage		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. Located near the offices and break room, but primarily near the Admin. Asst.	109 Sq. Ft.	10, 11, 14	Large copier; 6' clearance in fron t (consider servicing needs) Fax/Printer	Work counter; <i>adjacent</i> <i>to copier</i> Ample storage for office supplies, brochures, & seminar handouts 25-30 LF of shelving, 14" deep. 3 36" wide file cabinets	-	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		13, 15 , 20	Microwave Double sink Full-size refrigerator	Seating for 4 people Table for 4 people Counter space; <i>to hold</i> <i>equipment</i>	Noisy area	Potential messy area Control cooking aromas!	Overhead lighting Task lighting	Day-lit!	Future Staff members
15	Unisex Toilet Staff only	Restroom to be used by staff only.	33 Sq. Ft.	14	Toilet Sink Toilet paper holder Mirror Soap dispenser Towel dispenser Meet ADA guidelines!		Sound privacy	Visual privacy	Overhead lighting	Clean	

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16	Public Restrooms Women	Women's visitor restrooms	189 Sq. Ft.	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 Men	Men's visitor restrooms	128 Sq. Ft.	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.		3b, 3c, 16, 16a							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.		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</i> <i>dedicated only to this purpose.</i> This space will accommodate only the above function.		1	4' of clear wall space for panels & switchboard; <i>consider access</i>			Visual privacy	Overhead lig
Dept	Space	Description of Function	Size	Adj.	Equipment	Furnishings	Accoustics	Visual	Lightin
		Located outside of the facility as a relaxtion, and		2, 2b , 5, 12,					
20	Garden Area(s)	contemplative private place.		14					

ghting	Ease of use	
	Environmental	Future
ng	Qualities	Factors
ng	Qualities	Factors